



Fladbury
Church of England First School

Finance Policy

Reviewed by Head Teacher: Julie Wilson September 2015
Approved by Governors: September 2015
Review Date: September 2016

POLICY

A Governance

The Governing Body is collectively responsible for the overall direction of the school and its strategic management. This involves determining the guiding principles within which the school operates and making decisions, for example, how to spend the school's delegated budget. It is legally required to agree the school's annual budget plan.

The governing body has a strategic role to realise its mission as a Voluntary Aided school and has responsibility for setting educational and financial priorities, for oversight of sound financial management and for ensuring the budget is managed effectively. It is also responsible for ensuring the school meets all its statutory obligations and, through the Headteacher, complies with the LA's financial regulations or standing orders.

- **A1** The Headteacher is responsible on a day-to-day basis for the management of the school's finances within the approved budget in accordance with the Governors' policy on Best Value, Appendix A and in line with the School Improvement Plan, Appendix B. The Headteacher has no authority to exceed the approved budget and must operate within the financial limits of delegated authority, Appendix D. The roles and responsibilities of the Headteacher and other staff in relation to financial decision-making and administration are detailed in Appendix C.
- **A2** A finance committee has been set up to consider strategic financial issues on behalf of the governing body and its remit and membership is reviewed annually.
- **A3** The financial limits of delegated authority of the governing body are detailed in Appendix D. Details of the Committee structure, constitution and current membership are available from the Clerk to Governors.
- **A4** The governing body has agreed with the Headteacher the minimum frequency, level of detail and general format of the financial information to be provided to it, especially in relation to budget monitoring reports Appendix E.
- **A5** Minutes are taken of all meetings of the governing body and its committees and include all decisions and by whom action is to be taken.¹²
- **A6** The governing body maintains a register of interests of governors¹³, the Headteacher and any other staff who may influence decisions in any matter concerning the school. This is open to examination by governors, staff, parents and the LA and is published on the School's web site. "Declarations of interest" is a standing agenda item on all Full Governors and sub-committee meetings.

the Governors' policy is to hold a reserve of 10% of the gross annual budget.

- **B12** Once the budget has been discussed and agreed by the Finance Committee, it is presented to the Full Governing Body for consideration and approval before the LA's deadline of 31 May.
- **B13** The Headteacher forwards details of the approved budget to the LA by the 31st May each year. Any subsequent budget changes are enacted in accordance with the Scheme of Delegation and notified promptly to the LA.

C Budget Monitoring

The Headteacher and Governors regularly monitor income and expenditure against agreed budgets and maintain financial control by reviewing the current position and taking remedial action where necessary.

- **C1** The Headteacher produces regular budget monitoring reports for income and expenditure, including sums committed but not yet paid and outturn forecasts, against the approved budget. The approved budget is the original budget approved by Governors as reported to the LA, plus any additional funding and any approved virements. These reports are reconciled with LA reports (i.e. payroll and funding) and the school's accounting records.
- **C2** The Headteacher will provide reports to the Finance Committee and the LA on a regular basis in accordance with the agreed timetable and minimum reporting requirements, as detailed in Appendix E. The Headteacher will provide budget monitoring reports to the finance committee at least once a term showing any significant variances against the budget with explanatory notes and, where necessary, remedial action plans including virements.
- **C3** The Headteacher monitors expenditure on the initiatives set out in the School Improvement Plan.
- **C4** The Headteacher produces regular cash flow forecasts for all funds to ensure that the school does not go overdrawn.

D Purchasing

The School achieves the best value for money they can from all their purchases, whether goods or services as detailed in the Governors' Policy on Best Value, Appendix A. In this context, value for money is about getting the right quality at the best available price. This often means looking further ahead than the immediate purchase, especially when selecting equipment, and taking into account associated costs such as supplies and maintenance.

- **D1** The school always considers price, quality and fitness for purpose when purchasing goods or services.
- **D2** Prior approval from the governing body is obtained for all expenditure above the limit predetermined by Governors in Appendix D and F.

- **D15** All paid invoices are scanned with our bar code registered to Fladbury First School and sent onto county. SAP records this information along with a reference number.
- **D16** The procurement cardholder and transaction administrators where applicable) undertake their full responsibilities with the card, including adhering to all security procedures, processing transactions on the BIZAP portal, posting to SAP and processing any disputes. This is completed in accordance with the published Procurement Card Policy and Procedures²⁰

The financial roles and responsibilities of staff and a list of named Budget Holders can be found in the Financial Procedures document Appendix K.

E Financial Controls

The Governors have systems and internal financial controls in place to protect the school's resources from loss or fraud, to safeguard staff and governors and to ensure that information provided about how the budget is being spent is accurate and timely.

- **E1** The governing body ensures that the school has written descriptions of all its financial systems and procedures in the School's Financial Procedures document Appendix K. These are kept up to date and all appropriate employees are trained in their use.
- **E2** The Headteacher ensures that financial control is maintained in the absence of key personnel through staff training or by arranging job shadowing. Staff and Governors have completed a Financial Management Competencies matrix analysis²¹.
- **E3** The Headteacher ensures that duties related to financial administration are distributed so that at least two people are involved. The work of one acts as a check on the work of the other and all checks are fully documented.
- **E4** The school maintains proper accounting records and retains all documents relating to financial transactions for at least the period recommended by the LA i.e. 6 years plus the current year and will provide auditors with any documentation and explanations they consider necessary; except for SAP invoices where this is for one year plus the current year. The disposal of records after this period will be undertaken in a secure and appropriate manner as outlined in the ICT Policy.
- **E5** There is a clear audit trail, with all financial transactions being traceable from original documentation to accounting records, and vice versa
- **E6** Any alterations to original documents such as cheques, debtor accounts and orders should be discouraged. Amendments should be made by cancelling the original document and reissuing.
- **E7** All accounting records are securely retained when not in use and only authorised staff are permitted access.

- **F15** School procedures set out how VAT on income should be accounted for. Advice is sought from the County VAT Officer where necessary.
- **F16** School procedures stipulate that proper VAT invoices are issued and state WCC VAT registration number, which is GB 705 6721 42. These are raised from SAP.

G Banking²³

The Headteacher and Governors ensure that bank accounts are properly administered and controlled.

- **G1** The school obtains bank statements for its Imprest and School Fund accounts monthly and these are reconciled with their accounting records. Any discrepancies are investigated.
- **G2** All bank reconciliations are signed by the person performing the reconciliation. They are also reviewed and countersigned by the Headteacher.
- **G3** Individuals should not use their private bank accounts for any payments or receipts related to the school's budget or use the school's accounts for payment of their personal expenditure or income.
- **G4** The school should not enter into any loan agreements²⁴, other than with the LA, without the prior approval of the DfE
- **G5** School procedures stipulate that all cheques must bear the signatures of two signatories approved by the governing body. There should be at least three signatories on the bank mandate and at least two of these should be members of the Senior Leadership Team.
- **G6** School procedures ensure that supporting vouchers are made available to cheque signatories to safeguard against inappropriate expenditure.
- **G7** School procedures stipulate that all cheques drawn on the account(s) are crossed 'account payee only' to avoid the possibility of improper negotiation of the cheques.
- **G8** School procedures stipulate that manuscript signatures only are used and cheques should not be pre-signed.
- **G9** Chequebooks are held securely when not in use.
- **G10** The Headteacher maintains a list of all bank and building society accounts held and the signatories for each. Governors approve and annually review bank account signatories.

H Payroll

The school purchases payroll services and personnel services from Worcestershire County Council under a Service Level Agreement. This arrangement is reviewed annually by the Governing Body. The Headteacher

- **J6** The amount in the petty cash fund is periodically checked against the accounting records and reviewed by an independent member of staff.
- **J7** Personal cheques are not encashed from the petty cash fund.

K Tax

The Headteacher ensures that the school complies with Value Added Tax (VAT)²⁵ and other tax regulations i.e. Income Tax²⁶ and Construction Industry Scheme (CIS)²⁷.

- **K1** The Headteacher ensures that all relevant finance and administrative staff are aware of VAT, Income Tax and the CIS regulations.
- **K2** School procedures stipulate that only proper VAT invoices are paid, as the school will not be reimbursed in the absence of such documentation.
- **K3** School procedures set out how VAT on business activities, school trips and other taxable activities should be accounted for.
- **K4** The school makes payments to contractors and subcontractors only in accordance with the Construction Industry Scheme (CIS).
- **K5** The school ensures that any payments to individuals for services such as lecturing, teaching or instructing are made in accordance with the Social Security (Categorisation of Earners) Regulations 1978.

L Voluntary Funds²⁸

Voluntary funds e.g. donations from parents, pupils and other benefactors are not public money. This section only applies to voluntary funds that belong to the school and not other organisations that have a connection with the school such as the PTA.

- **L1** The Headteacher ensures that voluntary funds are accounted for separately from the school's delegated budget and are held in a separate bank account.
- **L2** The governing body has considered the appropriateness of registering voluntary funds with the Charity Commission²⁹ and has decided not to register.
- **L3** The Finance Committee oversees the funds and this is reflected in the terms of reference of the Finance Committee.
- **L4** The governing body appoints an auditor who is independent of the school. The auditor should not be a member of the governing body or a member of staff.
- **L5** The Headteacher ensures that the same standards of financial accounting which apply to income and expenditure for the school's delegated budget are applied to the voluntary funds and the funds are operated in accordance with "The Instructions for Managing School Funds" issued by the LA in May 2010 (Revised October 2012)
- **L6** Any income which properly relates to the school's delegated budget should not be credited to a voluntary fund.

N Insurance

The Headteacher and Governors regularly consider risks and take out insurance protection as appropriate in line with Local Authority guidelines.

- **N1** The school reviews all risks annually, in conjunction with the LA where appropriate, to ensure that the sums insured are commensurate with the risks.
- **N2** The governing body considers whether or not to insure risks not covered by the LA or Diocese. The costs of such premiums are met from the school's delegated budget.
- **N3** The school will notify its insurers, the LA and other agent as appropriate of all new risks, property, equipment and vehicles which require insurance or of any other alteration affecting existing insurance.
- **N4** The school does not give any indemnity to a third party without the written consent of its insurers, the LA or other agent as appropriate.
- **N5** The school will immediately inform its insurers, the LA or their agent of all accidents, losses and other incidents that may give rise to an insurance claim.
- **N6** Insurance arrangements cover the use of school property, for example musical instruments or computers, when off the premises. Staff are advised that equipment is not insured if left unattended in a car.
- **N7** Details of all risks insured and the level of cover provided is detailed in Appendix L.

P Data Security

The school relies on computers to process and record personal, financial and other management data. Most of the controls in this section cover access to data held on computers. Refer to the School's ICT policy & Acceptable use policy in Appendix J.

- **P1** Computer systems used for school management are protected by password security to ensure that only authorised employees have access. Passwords are changed regularly and updated for staff changes.
- **P2** The Headteacher ensures that data is backed up regularly and that all back-ups are securely held in a secure fireproof location, preferably off-site.
- **P3** The Headteacher has established a recovery plan to ensure continuity of financial administration in the case of emergency.
- **P4** The Headteacher ensures that systems are in place to safeguard school software and data against computer viruses. To prevent viruses being imported, only authorised software is used.
- **P5** The governing body ensures that the Data Protection Commissioner is notified in accordance with the Data Protection Act 1998³¹ and that the school's use of any electronic or relevant manual systems to record or process personal information, and any disclosure of that information, complies with this legislation.

See separate document attached

Appendix C

Financial Roles and Responsibilities of Head and Staff

See separate document attached

Appendix D

Financial Limits of Delegated Authority

Finance Committee

The Finance Committee has powers to approve expenditure and/or virements up to the limit of £20,000. The Finance Committee is NOT empowered to authorise expenditure that would place the school in an overspent position

Personnel Committee

Full powers are delegated to the Personnel Committee to approve appointments, salary increases etc up to the limit of the approved staff salaries budget. The Personnel Committee is NOT empowered to authorise expenditure that would place the staffing budget in an overspent position.

Premises Committee

Full powers are delegated to the Premises Committee to authorise expenditure up to the limits of the approved revenue and capital budgets. The Premises Committee is not empowered to exceed these budgets (see virement below).

The Headteacher

The Headteacher is empowered to authorise expenditure only within the approved budgets, not including the contingency sum and up to a single value item not exceeding £10,000. Approval of the appropriate committee or full Governing Body is required above this sum and for virement from the contingency sum.

Where specific items or work have the approval of the Governing Body, the Finance Committee or the Premises Committee, the Headteacher is empowered to authorise expenditure up to the approved sum. The approved sum is the amount allocated for the item or the lowest of any quotations/tenders less any contingency sums, whichever is the lower.

The Headteacher may delegate her authority to a named senior member of staff. This should be approved by the Governing Body and the decision recorded in the Governing Body minutes.

Budget Virement

The Headteacher is empowered to authorise virement between budget headings within the overall delegated sum as follows: -

- Up to £5,000 Discussed with relevant Committee Chairman. Subsequently reported to Finance Committee.

WCC procedures apply for all debts to be written off. In such cases, the Finance Committee will recommend write off but must notify Financial Services who have authority to approve that the debt is written off.

Petty Cash

The Petty Cash float is set at £50, however at high demand times this can be increased temporarily by prior authorisation of the Headteacher. Individual claim limits should not exceed £35

Appendix E

Reporting Requirements for Governors and Local Authority

For Governors

	Information	Frequency	Deadline
1	Actual Budget allocations from the LA	Annual	With (7)
2	Additional funds from LA throughout the year	As appropriate	
3	Devolved Capital formula allocations from the LA	Annual	With (7)
4	Other allocations and grant claims	As appropriate	
6	CFR report	Annual	September
7	Budget Plan for approval	Annual	In time to forward to LA by 31 st May
8	Budget monitoring statement for public funds from SAP showing original budget, latest revised budget, commitments, actual £ and % received/spent to date, balance outstanding and end of year projections	Termly	
9	Capital spend each term	Termly	
10	Forward projections (3 years)	Annual	
11	Private funds – approval of annual audited accounts	Annual	Audit to take place within three months of Year end. Approval of audited accounts within 6 months of year end
12	Financial Benchmarking ³³	Annual	
13	Completion of SFVS self-assessment	Annual	By 31 st March

For Local Authority

Tenderers will normally be invited from the LA's Approved List³⁴. Exceptionally, where services are required from specialists and no category exists on the Approved List, Tenderers should be determined by the Headteacher and/or the Chairman/Vice Chairman of Governors.

Tenderers must always be selected by at least 2 people.

The minimum number of Tenderers required will be:

For the supply of goods or services:-

- Below £5,000 an appropriate number of quotes are satisfactory. These quotations may be sought verbally but must be documented in writing. Catalogue prices may be used.
- More than £5,000 and less than £20,000 in value, at least 3 written quotations must be obtained based on written specifications and retained.*
- More than £20,000 and less than £50,000 in value, at least 4 formal tenders or written quotations must be obtained based on written specifications and retained.*
- Over £50,000 but less than the EU threshold, minimum of 4 tenders to be invited and retained.*
- Purchases for high value goods or services i.e. purchases exceeding the EU threshold limit £173,934 (subject to change in January 2016) needs to comply with strict regulations: -
 - Schools Finance Regulations
 - WCC Standing Orders on Contracts
 - WCC Procurement Code

* Unsuccessful tenders/quotes must be retained for a minimum of one year following completion of the contract. Successful tenders/quotes and supporting documentation showing the decision making process are retained for six years following completion of the contract.

2. Emergency Works

Competition may be waived where Contractors need to be engaged, or materials purchased to carry out immediate remedial works in an emergency. Any action taken must be reported to Governors at the earliest opportunity.

3. Tender Invitation

All Tenders shall be invited for return by a specific date, the opening date. The tenders must be opened together on that date and time and the offers recorded in a tender opening register. Computer records are unacceptable for this purpose. (Suitable endorsed return envelopes must be included with the tender invitation).

- Where Tenders are received late they shall be accepted only if it is clear that the Tenderer despatched the documents in reasonable time and that through no fault of his they were delayed.
- Under no circumstances will Tenders, which are received after the opening of competitor tenders, be accepted.
- The details shall be recorded in the Tender opening register.

6. Payment

Payment will be made when the work or supply is satisfactorily complete.

Contractors usually make an "interim claim". It is however, the Contract Administrator's responsibility to value the work. Interim Certificates must be issued in accordance with the Contract Conditions.

Where the Contract includes a lump sum payment this must only be made when the work is properly completed and proper final account rendered.

In all cases no payments are to be made in advance.

7. Quotations

Quotations shall be dealt with in a similar manner as described above for tenders except that no Governor presence is required at opening.

NOTES

PLEASE NOTE THAT WHERE REFERENCE IS MADE TO DOCUMENTS ON THE FMSiS WEBSITE, THESE ARE NOW ACCESSIBLE FROM THE NATIONAL ARCHIVES VIA THE FOLLOWING LINK:

<http://webarchive.nationalarchives.gov.uk/20110202132017/http://www.fmsis.info>

Appendix G

Lettings Policy

This sets out the arrangements for the use of the school premises by groups, individuals or organisations.

3. The person signing the application form shall be deemed to be the Hirer and must be over 18 years of age.
4. Where the Hirer indicates that he or she signs the application form on behalf of any club or organisation, that club or organisation shall also be deemed to be the Hirer and shall be jointly and severally liable with the applicant for any breach or non-observance of these conditions.
 - a. Should there be any default of payment by that club, the person signing the form shall be deemed personally liable.
5. The facilities will be used solely for the event described on the application form. If this booking relates to a regular and continuing booking this one undertaking shall be binding for all occasions when the facilities are used.
6. The Headteacher, or his/her representative, may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.
7. The Hirer will be responsible for the provision of all such information, instruction and supervision as is necessary to ensure the safety of any activity for which the facilities are used.
8. The behaviour of all persons attending at the establishment for this booking is the responsibility of the Hirer.
9. Neither the Authority nor the responsible body shall be liable for any loss or damage to any property arising out of the hire, nor any loss, damage or injury which may be incurred by or be done or happen to any person or persons using the centre during the hiring, arising from any cause other than the negligence of the Authority, its servant or agent.
10. The Hirer shall be responsible for all damage or loss to any fixtures, fittings, sports or other equipment or property occurring during the period of the hiring however and by whosoever caused, together with any additional expenses
11. The Hirer must familiarize himself/herself with the emergency procedures for fire, first aid and accident reporting and carry them out to the best of his/her ability.
 - a. There is no smoking permitted anywhere on the school premises.
 - b. All mains powered electrical equipment brought onto the premises must be safe and have a valid test and inspection certificate. Lower voltage equipment must also be safe and in good condition.
 - c. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors.
 - d. The hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises declared in the hiring agreement. Even if the stated capacity is not exceeded, the hirer will not use the space provided

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy regularly.

Policy statement

It is the aim of our school that all educational visits offered should enhance the curriculum, enriching the children's knowledge and understanding. During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example swimming.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities. The school will make this clear to parents when arranging the activity.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example football club, theatre visits. These activities are those which are not

- part of the National Curriculum;
- part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
- part of religious education

Parents will usually be charged for board and lodgings during residential Visits.

When parents are informed about forthcoming residential visits they will be notified that those who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income support;
- Income Based Job Seekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2012/13)
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through the school fund or voluntary donations.

- ☐ Post relevant e-Safety information in all areas where computers are used
- ☐ Provide e-Safety information at parents evenings and through the school newsletter

Roles and Responsibilities

The Head and Governors have ultimate responsibility for establishing safe practice and managing e-Safety issues at our school. The role of e-Safety co-ordinator has been allocated to Miss J Wilson our designated senior person for child protection and the Head Teacher. She is the central point of contact for all e-Safety issues and will be responsible for day to day management. All members of the school community have certain core responsibilities within and outside the school environment.

They should:

- ☐ Use technology responsibly
- ☐ Accept responsibility for their use of technology
- ☐ Model best practice when using technology
- ☐ Report any incidents to the e-Safety coordinator using the school procedures
- ☐ Understand that network activity and online communications are monitored, including any personal and private communications made via the school network.
- ☐ Be aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action

Additional roles and responsibilities are discussed in the Becta document - AUP's in context: Establishing safe and responsible behaviours
<http://publications.becta.org.uk/display.cfm?resID=3928>. These will be communicated to the relevant groups at appropriate times.

Physical Environment / Security The school endeavours to provide a safe environment for the whole community and we review both physical and network security regularly and monitor who has access to the system consulting with the LA where appropriate.

- ☐ Anti-virus software is installed on all computers and updated regularly
- ☐ Central filtering is provided and managed by IBS Schools. All staff and students understand that if an inappropriate site is discovered it must be reported to the e-Safety co-ordinator who will report it to the IBS Schools Service Desk to be blocked. All incidents will be recorded in the e-Safety log for audit purposes.
- ☐ Requests for changes to the filtering will be directed to the e-Safety co-ordinator in the first instance who will forward these on to IBS Schools or liaise with the Head as appropriate. Change requests will be recorded in the e-Safety log for audit purposes
- ☐ The school uses Policy Central Enterprise on all school owned equipment to ensure compliance with the Acceptable Use Policies.
- ☐ Pupils use is monitored by the Head
- ☐ Staff use is monitored by the Head
- ☐ All staff are issued with their own username and password for network access.
- ☐ All pupils are issued with their own username and password and understand that this must not be shared

Mobile / emerging technologies

- ☐ Teaching staff at the school are provided with a laptop/PC for educational use and their own professional development. All staff understand that the Acceptable Use Policies apply to this equipment at all times.

- ☐ Written permission will be obtained from parents or carers prior to pupils taking part in external video conferencing.
- ☐ Students understand that they must have their teachers permission to make or answer a video conference call
- ☐ Supervision of video conferencing will be appropriate to the age of the pupils

Social Networking and online communication

The school is reviewing the use of social networking sites and online communication and currently does not allow access. Guidance is provided to the school community on how to use these sites safely and appropriately. This includes

- ☐ not publishing personal information
- ☐ not publishing information relating to the school community
- ☐ how to set appropriate privacy settings
- ☐ how to report issues or inappropriate content

Unmoderated chat sites present an unacceptable level of risk and are blocked in school. Pupils are given age appropriate advice and guidance around the use of such sites. Educational Use School staff model appropriate use of school resources including the internet.

- ☐ All activities using the internet, including homework and independent research topics, will be tested first to minimise the risk of exposure to inappropriate material
- ☐ Where appropriate, links to specific web sites will be provided instead of open searching for information
- ☐ Students will be taught how to conduct safe searches of the internet and this information will be made available to parents and carers
- ☐ Teachers will be responsible for their own classroom management when using ICT equipment and will remind pupils of the Acceptable Use Policies before any activity
- ☐ Staff and students will be expected to reference all third party resources that are used

E-safety training

The school has completed a baseline assessment of current staff skills and have a program of continuing professional development in place that includes whole school inset, in school support, consultancy and course attendance.

- ☐ There is an induction process and mentor scheme available for new members of staff.
- ☐ Educational resources are reviewed by all staff and disseminated through curriculum meetings / staff meetings / training sessions
- ☐ E-Safety is embedded throughout the school curriculum and visited by each year group
- ☐ Pupils are taught how to validate the accuracy of information found on the internet <http://www.teachers.tv/videos/secondary-ict-web-literacy>
- ☐ Parents sessions are available on request to provide appropriate advice and guidance

Data Security / Data Protection

Personal data will be recorded, processed, transferred and made available in line with the Data Protection Act 1998. Data is stored on the school systems and transferred in accordance with the WCC guidelines.

¹ WCC financial regulations and standing orders are available from Worcestershire County Council's web site @ www.worcestershire.gov.uk

² A copy of Worcestershire's Fair Funding Scheme for Financing Maintained Schools is available on Edulink under Leadership & Management/School Finance/Statutory

³ Further guidance on the School Improvement Plan linking the budget to school improvement, is available in Summary Document S1.5 The School Development Plan on the FMSiS National Archives Website.

⁴ Roles and Responsibilities i.e. written statement of the roles and responsibilities of Headteacher and staff with a financial management responsibility.

⁵ Further guidance on lettings can be found in the publication 'Casual Lettings – the Hiring Out of the School Facilities Lettings Policy' available on Edulink: Leadership & Management/Schools Finance/LA Maintained Schools/SLA General Finance Support

⁶ Guidance about charges and allowances can be found in the 'information for parents booklet'. This explains when charges can or cannot be made e.g. for instrumental tuition, residential activities, swimming, examinations, school meals and milk etc and gives guidance on charges for families on low income. The Charges and Remissions policy is made available to parents and carers on the school's web site.

The information for parents booklet is available on the WCC web site: Schools/School Admissions/School Admissions Booklet & Guides.

Guidance notes on Charges & Remissions are also available from Governor Services and on their web site on Edulink.

The school should have a policy on charges for staff e.g. private phone calls, photocopying etc in its staff handbook.

⁷ Further guidance on Asset Management Plans is available from Nicola Parkin, the Asset Management Officer, on 01905 766145.

⁸ Further guidance on what should be included in the School's ICT Policy & Acceptable Use Policy is available from Capita IBS Schools.

⁹ A SAP manual is available from the Schools Finance Team.

¹⁰ For advice on insurance matters, please contact Karen Seabright, Insurance Officer on 01905 766515 or download resource document R 27 Insurance: A guide for Schools (2003) on the archived FMSiS web site.

¹¹ The Finance Policy should be reviewed and updated annually by Governors.

¹² A Guide to taking minutes for meetings of the Governing Body and its Committees can be found in resource document R117 on the archived FMSiS website and further details are available from Governor Services. The School also has its own local guidelines for committee minute taking which are available from the Clerk to the Governors.

¹³ Further guidance and a pro-forma for registering business interests are available from Governor Services, in their publication "Withdrawing from meetings, Declaration of Personal Interest, Guidance for Governors and Schools.

Resource document R81 General Code of conduct and registration of interests for senior staff (2005), Ofsted publication on the archived FMSiS website is also useful.

²⁶ For further guidance on Income tax, please phone your normal contact in payroll.

- ²⁷ **Inspection of CIS Vouchers** -Subcontractors will no longer provide vouchers for inspection. Where appropriate, CIS status verification will be performed centrally by the Revenue Section in Financial Services via HMRC's online service.
- **Exemption for LA Schools** - Schools are not required to operate CIS provided that the construction work is commissioned by the School Governors, the Head Teacher, or a member of staff exercising the delegated authority of the Head Teacher **and** payment for the construction work is to be made from the school's delegated budget.
- **School Construction Work that is Not Exempt** - CIS is to be operated for school construction work when any of the following criteria is met - the construction work is commissioned centrally by the LA or payment for the construction work is to be made from a centrally-managed budget.

Further guidance is available from the Revenue Officer on 01905 766561.

²⁸ "School Private Funds – "Instructions for the Management of School Funds" is available from Schools Finance on Edulink under Leadership and Management/School Finance/LA Maintained Schools/SLA General Finance Support.

²⁹ A summary of key requirements under Charity Law applicable to schools voluntary funds is available from the Charities Commission Website.

³⁰ The current Inventory limit as given in WCC Accounting Instructions (1994) is £25. Internal Audit has advised that it would be reasonable for Governors to increase this limit to £100 if this is more practical for the school i.e. only include items with replacement value of £100 in your inventory. Schools may choose to include desirable items of a lower value (e.g. memory sticks).

³¹ Schools are required to notify the Data Protection Commissioner where the activities they are engaged in are covered by the Data Protection legislation e.g. pupil records. Further details are available from the DfE website under Data Protection.

³² The Procurement code for Worcestershire County Council is available on WCC's website @ www.worcestershire.gov.uk/tendering.

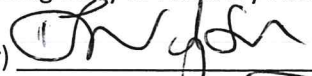
³³ Further guidance on financial benchmarking is available from the DfE Schools Financial Benchmarking website. The Schools Finance Team has published benchmarking information for Worcestershire schools based on the Consistent Financial Reporting data on Edulink under Leadership and Management/School Finance/Benchmarking.

³⁴ A copy of the Approved Contractors List is available from Trevor Gates, Property Services on 01905 766452 or email tgates@worcestershire.gov.uk

Statement of Internal Control for Fladbury CE Voluntary Aided First School

1. This statement relates to the internal controls for Fladbury First School for the 12 months from **September 2015 to September 2016**. 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 drawn up in accordance with the DFS (CFR) guidelines, and will enable it to prepare an annual income and expenditure statement that complies with DFS guideline
 - 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:
 - Our regular scrutiny of financial and other performance monitoring data
 - Regular reports from the Head Teacher and other managers to the governing body
 - The most recent report of the school's internal auditor
 - Our most recent self-evaluation of the internal controls undertaken (in line with the SFVS audit)
 - The school finance risk assessment
4. We are, therefore, satisfied that the internal control systems in operation at the school during the year were adequate and effective except for those areas highlighted within the LA Internal Audit report and SFVS self-assessment.
5. We propose over the coming year to take steps to address the weaknesses noted above. Please refer to the "Detailed Audit Findings" report, SFVS self-assessment and the correlating action plans for detail.

By order of the Governing Body of Fladbury First School

(Signed- Headteacher)  Date 8.10.15

(Signed - Chair of Governing Body)  Date 7.10.15

(Signed - Chair of Finance Committee of the Governing Body)  Date 8/10/15

Roles and Responsibilities of Head Teacher and staff with a finance management responsibility September 2015

Role within school	Name	Financial responsibilities within school
Head teacher	Miss Julie Wilson	<p>the internal organisation, management and control of the school</p> <p>advising on, and implementing the governing body's strategic financial framework</p> <p>giving the governing body enough information to ensure that they are confident that delegated responsibilities and the head teacher's responsibilities have been met</p> <p>being, along with the other staff, accountable to the governing body for the school's financial performance; and</p> <p>drawing up and submitting to the governing body an annual budget plan for the school's budget and voluntary funds, and any proposals for revisions to the budget plan as required by the LA scheme for financing schools for maintained schools.</p> <p>obtain governing body approval for any budget virements above her delegated authority level</p> <p>consider and respond promptly to recommendations in school audit/inspection reports, and advise governors of results and any remedial action to be implemented (Audit/Ofsted inspection reports)</p> <p>ensure the maintenance of accurate and current inventories of all attractive and portable items (assets register)</p> <p>ensure the adequacy of the schools insurance arrangements as part of the annual financial review (school insurance)</p> <p>implement school pay policy and appointment procedures (staff pay conditions and recruitment)</p> <p>plan for effective monitoring, evaluating and reviewing</p>

		<p>of the plan to secure progress and school improvement (school improvement plan linked to budget expenditure)</p> <p>ensure that resourcing and staffing are dedicated to ensuring the highest standards of achievement for all pupils (skills audit and talent management)</p> <p>set appropriate priorities for expenditure, allocate funds and ensure effective administrative control (school plan linked to budget expenditure)</p> <p>manage and organise accommodation efficiently and effectively to ensure it meets the needs of the pupils, curriculum and health and safety regulations (appropriate school assets' plan)</p>
		<p>manage, monitor and review the range, quality, quantity and usage of all available resources in order to improve pupils' achievements, ensure efficiency and secure value for money</p>
Finance Manager	Mrs Alison Marlow	<p>To be responsible, under the direction of the Headteacher, to deliver financial services to corporate standards and to ensure maximum efficiency and effectiveness.</p> <p>To support the school in attaining its aims and objectives by providing an effective administrative service within the establishment and assisting the Headteacher in preparation and monitoring of the school's budgetary provision to ensure proper accounting of all school finances.</p> <p>Prepare budgets, with Financial Adviser advice, within timetable for final approval.</p> <p>Advice on budget position and budget preparation, having an oversight of all accounts, reporting difficulties to Headteacher and/or chairman of governors' Finance Committee.</p> <p>Ensure adequate arrangements for the safe collection, accounting and banking of all monies in accordance with approved regulations.</p> <p>Ensure ordering of goods and supplies and approval of invoices for payment within agreed regulations. Monitor quality of purchases. Seek out new suppliers if necessary.</p> <p>Develop and maintain effective financial administration systems in order to provide an efficient support service to all budget holders in school</p>

		<p>Administer and process all orders and invoices using the school systems</p> <p>Process all income using the appropriate method eg Paymant4Schools, to record income for pupil lunches, school visits etc and SAP for invoiced and non-invoiced income</p> <p>Maintain accurate records and ensure financial procedures are followed</p> <p>Administer, control and Management of School Fund and associated bank accounts ensuring audit carried out at year end and report presented to Governors</p> <p>Manage the Imprest account ensuring that transactions are processed promptly</p> <p>Monitor payroll information, checking for accuracy and ensuring compliance with pay policy.</p> <p>Code and record Supply Teacher usage, overtime of support staff, and midday supervision and travel claims. Collate time sheets and overtime forms, sickness returns etc and ensure these are passed for signature and returned to the authority by the set date each month</p> <p>Keep a record of sickness and absence for all staff, both teaching and non-teaching and completing relevant forms. Operate school letting policy, taking bookings and invoicing for use.</p> <p>Maintain, operate and review efficient administrative support systems in accordance with approved criteria and resources to meet the needs of the school.</p> <p>Input data on to SIMS systems - pupil and staff records.</p> <p>Assist in the operation of administrative support systems in accordance with approved criteria and resources to meet the needs of the establishment.</p>
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SUITABILITY ASSESSMENT

Date of Assessment:- 28 April 2015

School Name:

Fladbury C.E. First School

SCA7

If you have any comments about the suitability of your accommodation which you have not been able to record below (e.g. whole-school issues, a lack of a particular type of accommodation, please record them here

Room No	Room Known As	Floor Area m ²	Suitability Issues												Comments	
			Type of Problem					Impact Category	Health, Safety and Security issues **							
			Size / Shape	Environment	Location	Fixed furn	ICT infrastru		A	B	C	D	H	M		L
General Teaching																
001	Maple	55.71												X		Unusual shape with small SEN room (6) on side makes teaching arrangements difficult
008	Elm	42.94														
014	Oak	39.58														Hot in summer/large windows - single glazed
024	Willow	39.52														Hot in summer/large windows - single glazed
IT																
041	IT/Library	39.93									X					Thoroughfare.
SEN																
006	Maple Role play	6.99	X								X					Too small (used predominantly as role play corner for EYFS)
016	Spruce	13.27														
Hall																
029		90.59					X				X				X	ICT IWB in the wrong part of hall resulting in delivery of curriculum difficult. (used also by community)

INSURANCE POLICIES

Insurance cover is arranged by Worcestershire County Council and the total premium for 2015/16 is £2185.48 + £2388.54(Staff absence) = £10,178.60

Combined Liability cost is £1381.75

Public liability	Limit of indemnity £50m
Employers liability	Limit of indemnity £50m.
Officials Indemnity	Limit of indemnity £5m.
Libel & Slander	Limit of indemnity £2m.

The policy specifically indemnifies the governing body in addition to the Authority. Also included is Hirers liability insurance. Public liability cover is available for hirers of school premises that do not hold their own insurance. Schools charge an additional fee to hirers to effect the cover and there is no cost to the school. Schools hold details in Casual Lettings: The Hiring out of School Facilities policy document.

Hirers excluded from the cover:

- Political Parties and Professional entertainment groups/individuals
- Groups or individuals whose activities involve the generation of heat (blow torches, blow lamps, heat generating equipment)
- All martial arts groups

Property cost is £774.00

Cover for school premises and equipment for loss/damage by the fire risks i.e. fire, lightning, explosion, aircraft, riot and civil commotion. Cover is on a replacement basis. (Schools are able to complement this cover by way of the optional "top up" to buildings and contents that is available annually from 1 April **We do this Buildings and Contents**)

Business Interruption that arises from damage by the fire risks is also included with a limit of £5m and 36 month indemnity period.

Contract Works

Cover for building "works in progress" where the conditions of contract provide for the cover to be taken out by the Council. Contract Limit £2.5m

Personal Accident cost is £29.73

Cover for Employees, Volunteers and Governors in the event of a permanent total disability resulting solely from an accident on duty.

Engineering

Insurance and inspection service for plant i.e. lifts, pressure systems. Ensures compliance with statutory requirement. **We do not have this insurance**

Cash

Loss of money which is the school's responsibility Specified limits apply in specified situations; £2,000 for a safe unless a higher limit is required which may be possible on receipt of individual safe details, £500 for a locked receptacle, £2,500 in transit carried by one able bodied adult. Cover is subject to the keys/codes to the safe being removed from the premises overnight.

A £250 excess applies.

Fidelity Guarantee

Theft/fraud of school monies/property by employees including governors
Limit of indemnity £5m.

Harrington Bates – Staff Absence cost is £2388.54

All staff are insured. Included this year:

- Health and Wellbeing Cover
- HR and Employment Support
- Full Stress Cover



Fladbury
Church of England First School

Church Street
Fladbury
Worcestershire
WR10 2QB
09.06.15

Tel: 01386 860301 | Email: office@fladbury.worcs.sch.uk

Pre-School Terms and Conditions

Admissions:

It is the intention of Fladbury First Pre-School to make our provision accessible to children and families from all sections of the community. Children may attend Fladbury First Pre-School from the beginning of the term in which they reach age 3. A child can remain with us until the term before his or her 5th birthday.

Registration Fee:

Once you have decided to send your child to Fladbury First Pre-School, you will be required to complete and sign a Parent Declaration Form, an Admission Form and sign the Terms and Conditions. Applications must be accompanied by a £25 registration fee (payable to Fladbury First School), which will be used to provide your child with a sweatshirt, a Pre-School polo shirt and a book bag for when they start. Additional pre-school uniform items i.e. sweatshirts, sun-hats etc. can be purchased on request.

In the event that a pre-school place is not immediately available, then your child's name will be placed on the waiting list. We arrange our waiting list in birth order, with the eldest children taking priority. In addition, our policy may also take into account siblings already attending the Pre-School and the length of time a child has been on the waiting list.

Attendance:

We are flexible about attendance patterns to accommodate the needs of individual children and families, but ask that children attend for a minimum of two sessions per week. This is to ensure that children benefit from continuity and stability in their learning environment. If you wish to increase the number of sessions your child attends, you must notify the Foundation Stage Class Teacher in writing and you will be advised as to the availability for your child.

Opening Hours:

Our opening hours are as follows: Morning sessions run Monday to Friday: 9.00am to 12.00pm. A lunch session is available every day from 12.00 pm to 12.30pm. Afternoon sessions run from 12.30 pm to 3.30 pm. The pre-school is open for 38 weeks per year, term time only. This means that the pre-school is closed on all bank holidays and all school holidays.

Snacks and drinks

Children have access to water throughout our sessions. Milk is available at snack time. We ask that children bring in a piece of fruit for each session they attend. At snack time this fruit will be shared between the group in order to offer a wide choice to the children.

Lunch

Hot lunches, provided by Pershore High School, are available every day. They must be purchased in advance and order forms are sent home every six weeks. Alternatively, your child should bring a pre-packed lunch in a marked container. Food hygiene best practice advises that all lunch boxes should have an "ice pack" in the box to keep the lunch at the correct temperature. In line with our school's Healthy Eating policy we ask that you refrain from sending sweets, biscuits or chocolate desserts at lunchtime. We recommend yoghurt or fruit. If your child has any specific dietary requirements please inform us.

Fees and Payments:

Fladbury First Pre-School fees are set at a competitive level in order to maintain a sustainable and well equipped pre-school setting. A standard rate of £3.50 per hour will be charged for children who attend for sessions above the Early Years Free Entitlement. A half-hour daily lunch session is also available for children to attend which will be charged at £2.00 per session; lunch may not be included in the Free Entitlement. Any child attending a full day must also attend the lunch session. Any combination of attendance can be requested i.e. morning or afternoon only, morning or afternoon with lunch or a full day with morning, lunch and afternoon.

Fees for sessions and lunch are due every half term in advance. Fees will be invoiced at the beginning of every half term (where funding does not apply) and payment should be made immediately and at least within 7 days of receipt of invoice. A receipt will be given on payment. Fees can be paid by Childcare Vouchers, cash or cheque, payable to "Worcestershire County Council".

Fees for any additional hours requested above your child's normal hours will be invoiced monthly and payment should be made within 7 days.

Fees for the first month your child starts, or part thereof, must be paid within 14 days before your child's start date. If your child's start date is within 14 days of starting, the payment must be made as soon as the pre-school has written to you to confirm

the start date. Fees are payable by the parents/guardians, individually and/or jointly, who have signed and returned the terms and condition, Parent declaration form and Admission form.

Fees are reviewed regularly and are subject to change. We will provide written notice of at least one term if fees have to be increased for any reason.

If school is closed during term time due to bank holidays or teacher training days, fees are still applicable. This is because Pre-School staff attends the teacher training days and the training received directly benefits our pre-school children. Also if the school is closed due to circumstances beyond our control e.g. adverse weather, local emergency.

Absence:

All fees are payable in advance for all sessions booked. No refunds will be made if your child is absent from the pre-school, even if the absence is due to illness, holidays or other such reason.

Non-Payment of Fees:

If fees are not paid as agreed, the Local Authority will note the delay and ask for payment in writing, stating that the child's place could be withdrawn if payment is not forthcoming by a particular date. In the unlikely and unfortunate event that payment is not received, Fladbury First Pre-School reserves the right to terminate and/or amend this contract with immediate effect and withdraw the child's place.

We appreciate that if a family is experiencing financial difficulty, it may be hard to make full payment in one instalment. In such situations, and on a case-by-case basis, the Foundation Stage Class Teacher will negotiate payment in alternative instalments.

Unpaid Cheque Fees:

In the event of a cheque being returned to the pre-school account marked as unpaid, we will contact the parent or guardian of the child concerned and ask for an alternative payment to be made. Any charges that have been passed onto us by our bank will be included.

Late Collection Charge:

You are required to inform the pre-school as early as possible if you are going to be late collecting your child. This is to ensure that sufficient staff cover can be arranged. If a child is not collected before the standard finish time of a session, or after lunch, then the pre-school reserves the right to charge a late collection fee of £3.50 per hour or part thereof until the child is collected. Late collection charges are due for payment immediately upon collection.

Local Authority Funding:

The Pre-School is approved to provide government Free Early Years Education Places for children aged three and four years old. This funding entitles a child to have up to 15 hours of free early years provision a week, for 38 weeks a year. The first term that your child is eligible you will be asked to fill in a Free Early Years Education Places form. We will need to see your child's birth certificate or passport as proof of identity and eligibility. You will also need to complete an Early Years Free Entitlement Declaration Form at the beginning of every term, stating the exact number of hours your child will be attending.

Where a parental contract has been signed agreeing to take the free entitlement, the pre-school will get secure funding for a full term, unless there are exceptional circumstances. Once you have signed a contract of attendance, you will not be able to transfer the free entitlement payment to another provider during the same term.

Termination or Cancellation:

If you wish to remove a child from our setting or want to reduce the number of sessions attended, parents/guardians must give half a term's notice of the change in writing. Fees will be payable (or grant claimed by us), until that date, whether your child attends the pre-school or not. Any postponements of the agreed start date for your child will require one calendar month's written notice, failing which fees will be charged from the original start date.

Child Illness:

If children appear unwell during the day and have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach, the pre-school reserves the right to contact you to ask that you collect your child, or send an emergency contact (as stated on the Registration Form) to collect on your behalf.

The pre-school requires all parents to inform us if their child has been ill over the weekend or overnight before a session and if they have been given any medication for the illness. You must also inform the pre-school if your child has any illness such as measles or chicken pox, so the other pre-school parents can be informed.

If your child has suffered from vomiting or diarrhoea we require that they be kept away from pre-school for at least 48 hours and until they have had a meal.

You may also be required to withdraw your child if we have reasonable cause to believe that the child is, or may be, suffering from any contagious disease. This is to ensure that the risk of spread of disease to other children and staff is kept to a minimum. We exclude children who have communicable diseases for the recommended time required. The pre-school holds a list of communicable diseases and the incubation periods / exclusion times and will advise parents accordingly. The pre-school reserves the right to send home an un-well child or to refuse a child if we feel that they are unwell.

Liability:

Fladbury First Pre-School accepts no liability for any pecuniary or other loss suffered by you arising directly or indirectly as a result of the pre-school being temporarily closed or the non-admittance of a child to the pre-school for any reason.

Property and Belongings:

We cannot be held responsible for the loss of damage to children's property unless damage is caused due to the negligence of our staff. Every reasonable effort will be made by the staff to ensure that children's belongings are not lost or damaged. Parents should supply sufficient, practical clothing, labelled with your child's full name, for your child's daily needs.

Pre-School Closure:

On occasion there may be circumstances beyond our control (for instance weather conditions, flooding, medical emergencies) that means the decision has to be taken to close the pre-school. If the pre-school is obliged on these occasions to pay the staff, then the pre-school reserves the right to charge for any session which your child would have attended if the pre-school had not been closed due to circumstances beyond its control.

Disclosures:

We need to be informed about any medical and non-medical condition, health problem, allergy or suspected learning difficulty affecting your child. We also need to be informed of any family circumstances that may affect your child whilst in our care. In addition, you are required to inform the nursery in writing of any changes to the information held by us (e.g. changes to emergency contacts, allergies, medical conditions).

Security:

Under no circumstances will a child be allowed to leave the pre-school with anyone unknown to the staff, unless previously arranged by you. If you make prior arrangements by telephone, the pre-school will require the name, address and telephone number of the chosen person, as well as proof of identity on their arrival. All children should be signed in and out of the pre-school every time they attend.

Behaviour

At Fladbury we have a limited number of simple rules which we expect every child to adhere to. These are developed to protect not only your child but also the development and health of the other children. Emphasis is placed on the feelings of others and children are encouraged to respect one another and the adults with whom they come into contact.

Equal Opportunities

At Fladbury Pre-School we work diligently to ensure the equality of opportunity for every child. We provide an environment where a multicultural and multiracial culture is fostered. Children are encouraged to respect the racial, cultural and religious traditions of every individual.

Complaints procedure

Any complaint or concern should be directed immediately to the Class Teacher. We take every concern very seriously, however, should you not be entirely happy with the outcome please discuss the situation with the Head Teacher.

The Agreement:

The Parent Declaration Form, Admission Form and these Terms and Conditions represent the understanding between Fladbury First Pre-School and the Parent(s)/Guardian(s).

The signing of the Terms and Conditions, and the date that written confirmation of your child's place at Fladbury First School Pre-School is issued, gives rise to a legally binding contract on the above terms between yourselves and Fladbury First Pre-School and constitutes commencement of the Agreement. Any breach of the Terms and Conditions will result, if necessary, in your child's place being withdrawn.

Please ensure that Parent Declaration Form, Admission form, a signed copy of these terms and conditions and a registration fee of £25 (cheques made payable to Fladbury First School) are sent to:

Fladbury CE (Aided) First School
Church Street
Fladbury
WR10 2QB

Please sign and return the slip below to school:

Child's name _____

I accept the terms and conditions of Fladbury First Pre-School.

I enclose a cheque for £25 made payable to Fladbury First School. I understand that my child will receive a book bag, Pre-School polo shirt and school sweatshirt on receipt of this cheque by the School Office.

Signed _____ (Parent / Guardian)

Date _____