



Date of issue	Next review	Version	Signed: Chair of Governors	Signed: Headteacher
March 2019	March 2020			

### Single Equality Statement

This Single Equality Scheme for schools in Mundella Primary School provides a format for addressing the statutory duties of the Equality Act 2010 and The Children and Families Act 2014. This supersedes and brings together all previous statutory duties in relation to race, gender and disability and also addresses the duty to promote community cohesion, thus meeting the school's statutory duties in these areas.

Our Access and Single Equality Scheme is available to view and download on our website.

### Governor Statement

The Governing Body of Mundella Primary School works as a 'whole team', meeting 6 times per year; spread evenly across the year, without any separate committees excepting finance. In addition to these meetings, we have termly Governor Monitoring Visits (GMV); usually lasting around four hours and organised to effectively observe, scrutinise, challenge and support a range of school activities and personnel.

An agenda for each meeting and GMV will include all the tasks which the governing body is required to consider, and the governing body will plan assignments or activities; arising from the business of the meeting or that fall into the annual monitoring schedule, which will be recorded in the minutes and then undertaken as directed.

In addition to 'commissioning' activities or actions on their behalf, the governing body may wish to delegate monitoring activities to 'monitoring pairs' or 'individuals'. This could apply to statutory functions, and/or the priorities of the School Plan. They may also arrange to visit the school, or attend school activities, at any time; at the discretion of the Headteacher, to undertake monitoring activities as and when they are available to do so.

In each case, where a function has been delegated there is a statutory duty to report any action or decision to the governing body at the next meeting.

## **Finance Policy**

### **1. Introduction**

The Governors of Mundella Primary School are committed to providing sound financial controls, to achieving value for money and to being worthy custodians of public money. To achieve these aims the Headteacher and the Governing Body have drawn up this Finance Policy to provide the guiding principles for which all Governors and staff will operate within the **Circle Model of Governance**.

This policy has been drawn up with reference to the Local Authority's (LA) Scheme for Financing Schools.

### **2. Principles**

Mundella Primary School Finance Policy will adhere to the following principles;

**2.1** The responsibilities of the Governing Body, its committees, the Headteacher and staff will be clearly defined and limits of delegated authority established, where applicable.

**2.2** The **Governing Body** is responsible for taking steps to ensure that expenditure reflects best value principles. This is done by:

- Using performance data and financial benchmarking to **compare** to similar schools both locally and nationally
- Using the information gained to **challenge** performance and set new targets
- Using fair **competition** through quotations and tenders, ensuring resources and contracts for services are secured in the most economic, efficient and effective way
- Where appropriate, **Consulting** parents and other stakeholders on Policy development and major changes in the use of resources

**2.3** The school will establish sound internal financial controls, based on the LA's Financial Control to ensure the reliability and accuracy of its financial transactions.

**2.4** The budget will reflect the school's prioritised educational objectives through its links to the School Plan, which indicates the resource implications of each priority.

**2.5** The budget will be subject to effective monitoring, allowing the Governors, Headteacher and staff to maintain financial control in line with Balance Control Mechanism by reviewing the current position and taking any remedial action necessary.

**2.6** The school will be adequately insured against exposure to risk.

**2.7** The school will ensure that:

- The budget share is spent for the purposes of the school only

- Purchasing arrangements achieve value for money
- There are sound procedures for the administration of personnel matters
- There are sound procedures for the administration of payroll matters
- Stocks, stores and assets are recorded and adequately safeguarded against loss or theft
- All income due is identified and all collections receipted, recorded and banked promptly
- The operation of the bank account and the reconciliation of bank balances with the accounting records are properly controlled
- The use of petty cash is strictly controlled
- The use of a Purchase Card is strictly controlled
- Any suspected irregularity will be reported immediately to the LA's Head of Internal Audit
- The school will adhere to current GDPR and Data Protection legislation
- Appropriate training in financial administration will be given to enable staff cover at all times

### **3. Putting Policy into Practice**

#### **3.1 Delegated Authority**

The Full **Governing Body** of Mundella Primary School has overall responsibility for the management of all of the school's finances covering the revenue budget, other budgets delegated or devolved by the LA and other funds.

The Full **Governing Body** of Mundella Primary School will ensure the annual detailed report of the Schools Financial Value Standard (SFVS) is provided to them and the chair of governors will sign the completed form prior to sending a copy to the LA.

The **Finance Monitoring Team** is delegated responsibility by the Governing Body for the following aspects of financial management:

- Evaluate and recommend the three year budget plan, which shows clear links to the School Development/Improvement Plan, for approval by the Full Governing Body
- To review the Finance Policy and agree levels of delegation for approval by the Full Governing Body
- To review the Charges and Remissions Policy for approval by the Full Governing Body
- To review a Pay Policy for approval by the Full Governing Body
- To make decisions in respect of service agreements and insurance
- To advise the Full Governing Body of any consultations to change the LA Scheme for Financing Schools, to allow the school to respond to any consultation

- To report monitoring and the outturn position to the Full Governing Body, highlighting any significant variances
- Evaluate any proposed virements (identified by Finance Manager)
- Evaluate and report on Tenders for Contract Services to the Full Governing Body
- Keeping in-school financial procedures under review
- Benchmark the school's financial performance and report to the Full Governing Body

The **Headteacher** is responsible for implementing the decisions of the Governing Body and for the operational management of the school. The general administration of financial procedures may be delegated to other members of staff at the discretion of the Headteacher and this delegation should be documented in the Finance Policy.

### **3.2 Internal Financial Controls**

The internal financial controls operated by Mundella Primary School follow the controls set out in the LA's Scheme for Financing Schools. Any additional internal financial controls included within the school's financial procedures are reviewed by the Finance Monitoring Team and ratified by the Governing Body.

### **3.3 Financial Links to the School Improvement Plan**

The **School Plan** has sufficient scope and depth of financial implications and it is reflected in the school's three year budget plan.

### **3.4 Monitoring and Virements**

Mundella Primary School recognises that the regular monitoring of income and expenditure against the agreed budget is central to effective financial management. To this end, the Headteacher carries out a monthly internal monitoring procedure, copied to the Finance Monitoring Team. A monitoring report is taken to all the meetings of the Finance Monitoring Team which reports, as required, to the Full Governing Body. Monitoring reports are submitted to the LA in accordance with its timetable. Governors should ensure their meetings are timed to see all monitoring submitted to the LA either prior to submission or soon after. This will ensure they have an up-to-date position of the school's finances.

On occasions, virements may need to be carried out. Virements to the approved budget are minuted appropriately and require the following authorisation:

Virements up to £10,000.00 - The Headteacher, reported to the Finance Monitoring Team

Virements over £10,000.00 – The Full Governing Body

### 3.5 Insurance

Mundella Primary School is insured through **the Kent County Council 'Safe Hands' Scheme** with relevant cover, as identified by the schedule received from the LA's Insurance section.

Mundella Primary School recognises that cash is not insured through the LA's Insurance policy.

### 3.6 Purchasing

At Mundella Primary School, curriculum budgets are delegated to phase leaders. Budget holders prepare a 'needs budget' for their phase; as part of their phase plans, which is approved by the Headteacher in line with the priority needs of the school and the School Plan.

All staff adhere to the school procedures for purchasing items, as laid down in the School's Staff Handbook, paying regard to value for money at all times. The Headteacher or Deputy Head authorises all orders and invoices prior to payment.

Where the school purchases large items, we adhere to the procedure for 'Spending the Council's Money' as laid down in the 'Scheme for Financing Schools' ([www.kent.gov.uk/publications/business/spending-councils-money.htm](http://www.kent.gov.uk/publications/business/spending-councils-money.htm))

In summary:

- For orders in excess of £8,000, but less than £50,000, three written quotations are obtained and submitted to the **Finance Monitoring Team** for evaluation and report to the Full Governing Body
- For orders in excess of £50,000, no fewer than three competitive tenders are sought and submitted to the Full Governing Body for evaluation and approval

All of the above will be reported and minuted at the Full Governing Body meeting to ensure that the School is seen to be obtaining value for money at all times.

**The school does not enter into any Hire Purchase agreements, Finance agreements or Finance Leases as this constitutes borrowing which is not permitted.**

### 3.7 Personnel Matters

At Mundella Primary School, at the start of every financial year the **Headteacher** uses the three year salary calculator provided by the LA to calculate the salary costs of all members of staff, including increments, where applicable. These details are used by the **Finance Monitoring Pair** for incorporation into the school budget planning process.

The **HT Performance Management Team** undertakes an annual review of the Headteacher's salary, and recommends enhancements, if applicable, to the Full Governing Body for approval.

The Headteacher undertakes an annual review of all other staff, in accordance with the Governors' Pay Policy and reports to the Full Governing Body.

Details of all salaries are recorded as a confidential item in the minutes.

### **3.8 Payroll Matters**

The payroll provider at Mundella Primary School is Capita Business Services Ltd, who provides payroll services to the specification laid down by the LA. The Headteacher or Deputy Headteacher, signs off the monthly payroll reports once they have been checked for accuracy by the Bursar.

#### **3.8.1. Travel Claims through Payroll**

Travel claims, from staff, are paid through Payroll. Mileage claimed must be mileage additional to the normal home/designated place of work journey. The Headteacher's claims are all authorised by the Chair of Governors.

### **3.9 Safeguard of Stocks, Stores and Assets**

All staff at Mundella Primary School are responsible for the security of school assets. Co-ordinators, phase leaders and class teachers safeguard their assets. Assets are recorded on a general asset register, maintained and updated by the school office which is checked at least on an annual basis and certified by the Headteacher.

Items of value are held in a locked cupboard/cabinet, wherever possible and all items are visibly security marked to deter theft.

Where assets are written off and disposed of, the **Finance Monitoring Team** agrees this and the agreement is minuted.

Where school assets are loaned to staff or pupils, a loans record is completed upon borrowing the item and again upon the item's return.

### **3.10 Income**

At Mundella Primary School, Lettings Policy is reviewed, updated and approved on an annual basis by the Finance Monitoring Team.

Where debts are required to be written off, after every effort has been made by the Headteacher and Governors to recoup the monies, the Full Governing Body will approve up to £1000. Approval to write off debts over £1,000 is required in writing from the Schools Finance Services Manager.

Since the LA does not insure for cash held on the school premises, we have agreed a level of cash to be held in school at any one time as £200. Cash will be receipted, recorded and banked promptly at all times.

### **3.11 The School Bank Account**

Mundella Primary School operates its school bank account(s) in accordance with the regulations in the LA's Scheme for Financing Schools and the LA guidance. The school operates only one current account for the administration of KCC official funds.

Bank account signatories are updated immediately there is a change in staffing and details are copied to the Statutory Unit, as a matter of course.

Bank statements at Mundella Primary School are received on a monthly basis and reconciled to the school's local system with priority. The Headteacher signs and dates the bank statement when the reconciliation has been checked by the Administration Manager (Mrs R. Milton).

### **3.12 Petty Cash**

Petty Cash is held securely at all times and the limit for petty cash is £200. At Mundella Primary School, petty cash transactions are kept to a minimum and the maximum value of any one transaction is £60. All staff obtain proper VAT receipts for petty cash purchases, wherever possible, as this demonstrates value for money in respect of the school budget and satisfies legislative requirements.

### **3.13 Purchase Cards**

Mundella Primary School operates an approved Purchase Card in accordance with the LA guidance. The approved purchase card users are the Headteacher, Administration Manager (Mrs R. Milton), Site Manager and Senior Family Liaison Officer. The monthly card limit is £1500.00 for the Headteacher (Mr Westmorland), £1500.00 for the Administration Manager (Mrs R. Milton), £500 for the Site Manager Mr Dickson and £750 for the Senior Family Liaison Officer Mrs Gretton. Personal credit/debit cards will not be used for the purchase of items for the school.

The school will review the card holders and will add additional card holders if needed. This will be monitored by the Finance Governing Pair.

### **3.14 Irregularities**

All staff at Mundella Primary School are aware of the LA's Whistleblowing procedure. These details are available to staff in their staff handbook.

### **3.15 Data Protection**

Mundella Primary School adheres to the GDPR and the Data Protection Act 2018 including paying a data protection fee to the Information Commissioners Office (ICO).

To this end, we have a password protection procedure, laid down in the staff handbook. Systems are backed up regularly and the backups held securely, virus protection is in place and is updated regularly and the school has a disaster recovery plan for the administration network.

### 3.16 Financial Administration

At Mundella Primary School the Administration Manager (Mrs R. Milton) is trained in the use of the finance software and financial administration procedures. The School purchases insurance cover for teaching staff and the Administration Manager (Mrs R. Milton) in the event of illness. The school also purchases a support contract for telephone finance helpline through the Authority's Finance Trading and Contract Management team, which is reviewed on an annual basis. In the event of absence through illness of the Administration Manager (Mrs R. Milton) the school, through its insurance funding, would be able to buy additional support from the Authority's Finance Trading and Contract Management team to do the financial work of the Administration Manager (Mrs R. Milton).

Signed..... Date.....  
(Chair of Governors)

Signed..... Date:.....  
(Chair of Strategy Team)

Signed..... Date:.....  
(Headteacher)