

THE FRIARY SCHOOL

FINANCE AND BUDGETARY POLICY

**Issue No 5
Autumn 2008
Review: 2012/13**

1. Responsibilities for School Finances

The Governing Body holds statutory responsibility for setting and overseeing the annual school budget and complies with FMSIS (Financial Management Standards in Schools) procedures. Governors are presented periodically with a statement of the current budget situation.

The Finance Committee receives from the Governing Body the responsibility to determine expenditure within the budget subject to certain limitations (see below).

The Finance Committee comprises the Headteacher, the Bursar and at least three Governors nominated annually by the Governing Body. The Committee meets at least once each term and minutes of its meetings are circulated to Governors. One of the Committee's functions is to administer the annual Register of Pecuniary Interests; it also fixes lettings charges annually.

The Headteacher receives from the Governing Body responsibility for the practical administration of the budget and expenditure, and is assisted in this by members of the Leadership Team, who hold particular responsibilities for school financial affairs, and by the Bursar.

Certain staff, notably Heads of Department, receive from the Headteacher responsibility for the administration of those sections of the budget appropriate to their departments.

2. Delegation of Responsibility for Expenditure

- (a) Responsibility for routine expenditure within budget headings is delegated to the Headteacher and, in turn, to section heads, who may spend up to the limit of their allocation without further reference to the Headteacher or the Finance Committee.
- (b) Responsibility for decisions on non-routine expenditure, notably on buildings, equipment or other special purposes, is delegated according to the Governors' Scheme of Financial Delegation which is reviewed annually.
- (c) The Authority's Standing Orders on Contracts and CCT procedures will be upheld.
- (d) Recurring annual leases should not exceed 2½% of the Budget in total.

3. Setting the Budget

A Draft Budget is prepared during the Spring Term by the Headteacher, and Bursar taking account of:

- Funding allocated by the LA together with other expected income and potential carry forward from the present budget.
- The current School Improvement Plan (updated each year).

- Staffing requirements as indicated by the school's agreed curriculum, estimated pupil numbers and subject choices.
- Observations of expenditure trends arising from the present budget.

Recommended figures for each of the Budget Headings are submitted to the Finance Committee for discussion and then to the full Governing Body for approval, usually at their first meeting of the Summer term. Lettings charges and other fees charged by the school are also agreed at this meeting (see Charging Policy).

Where possible, an indicative 3-year budget model is also published for approval.

Procedures for staff appointments and the changing or renewal of contracts are followed according to the Governors' Pay and Appointments Policy.

4. Closing the Budget

The Finance Committee will be informed at the beginning of the summer term of the estimated carry forward figure, and will decide then on investment of monies in the county investment scheme, if appropriate.

The final 'closedown' figure for the previous year's budget is available from the LA in June and the Governing Body will be notified.

5. Departmental Capitation

Departmental capitation is calculated according to an agreed formula based on pupil age, contact and subject weightings and includes a figure ear-marked for expenditure on Special Educational Needs. Departments may request additional funding where necessary from the Headteacher or Finance Committee.

6. The Standards Fund

This budget is administered by the member of the Leadership Team who has responsibility for the co-ordination of staff development, and is divided into various sub-categories

- Where appropriate, funds for discrete categories are allocated directly to the Subject/Team Leader.
- Funds for general curriculum support are allocated to Subject/Team Leaders.
- Requests for other development needs are made to the PDC (Professional Development Coordinator) who allocates funds as appropriate, informed by priorities within the School Improvement Plan and other relevant sources.

7. School Funds

These are separately administered by the Office Support Manager, overseen by the Headteacher. All accounts are managed, audited and reported annually, as per LA guidelines.

8. Adult Free Meals

It is the policy of the school that all staff who are actively involved in supervising pupils during the lunch break are entitled to take a free school meal at the canteen.

APPENDIX

INCOME GENERATION FROM COMMERCIAL SOURCES

Policy Statement

1. Introduction of Products or Services to Parents

The school will not release lists of names and addresses of pupils or parents to any person or organisation apart from those approved by statute (as per Data Protection requirements).

The school will only act as an introductory agent for a product or service which is normally associated with the school and its pupils, such as pupil insurance, pupil clothing and sports wear, pupil photographs and school equipment, food for pupils' consumption.

Decisions about the nature and source of any potential income generated by the school will be made in the context of compliance with other related school policies such as Pecuniary Interests, Spiritual, Moral, Social and Cultural Development and Drugs, Alcohol and Substance abuse. In some cases the Headteacher may choose to defer a decision to the Governors' Finance Committee.

2. Advertising

The school will accept advertising of products and services on the following publications:

- The termly newsletter
- The school prospectus
- The covers for GCSE Options and Sixth Form Choices
- Programmes for school events
- PTA programmes

Rates for advertising will be made available to advertisers. Advertisements will only be accepted if considered suitable for display in school publications.

3. Sponsorship

The school will seek and accept sponsorship for the support of school activities, schemes, buildings and equipment.

Suitable arrangements will be made with sponsors for them to receive recognition for their support. This will not extend to the school acting as an agent for their services or products.

4. Oversight and Organisation of Fundraising from Commercial Sources

The Headteacher will be responsible for monitoring the suitability of all income generation from commercial sources.