Falcons Primary School

FALCONS
PRIMARY SCHOOL

Financial Administration Policy

Approved by GB: November 2025 | Review Date: November 2026

School Vision and Ethos Statement

We encourage all members of the Falcons Community to respect one another, to know that everyone has an important part to play in making the school as good as it can be, to take responsibility and be responsible, to strive for excellence and to try one's best in everything we do.

Our vision for Falcons Primary School is to be recognised as a school that values uniqueness, where children are provided with the skills to enable them to become:

* Successful learners
* responsible citizens
* creative thinkers and
* reflective individuals.

SIKH ETHOS

The school draws on the teaching of the Sikh faith and is committed to providing not only an academic education, but one that will also encompass an underlying message of unity, equality and respect. High morals, discipline, love, compassion and selfless service towards all regardless of faith, gender or colour. Falcon School will embrace a universal, inclusive approach to spirituality.

AIMS

To achieve our vision, we aim for all pupils, staff, governors and parents to:

- Work in unity to make Falcons School a welcoming, stimulating and successful school. Encourage good manners, self-discipline and the desire to be enthusiastic learners who grow into forward thinking responsible citizens who respect, value and care for themselves and others.
- Provide an ethos with clear boundaries and expectations, enabling all children to succeed and to reach their full potential confidently, in a safe and supportive environment.
- Become excellent lifelong learners who are independent and prepared for the wider world and aim high to achieve aspirational goals.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Contents

1. Introduction

The purpose of this policy is to ensure that The Akaal Education Trust maintains and develops systems of financial control which conform to the requirements both of propriety, efficiency and regularity and of good financial management. It is essential that these systems operate in accordance with the requirements of our Funding Agreement with the Department for Education (DfE)/Education and Skills Funding Agency (ESFA) and of that outlined in the Academies Financial Handbook. The policy – in conjunction with the Scheme of Delegation and the Scheme of Financial Delegation Policy - acts as a financial framework for our academy to work within. We acknowledge that all processes must be set with the parameters set out below.

The Trust must comply with the principles of financial control outlined in the academies guidance published by the DfE/ESFA.

This policy builds on the financial principles and requirements outlined in the Academies Financial Handbook.

2025 Updates to the Academies Trust Handbook

The main changes are as follows.

Roles and responsibilities

- **Confirming that trusts should have an understanding of and be working towards meeting the 6 core digital and technology standards by 2030 (1.16).**
- **Providing trusts with further guidance on estates management (1.20).**
- **Updating the accounting officer duties and the definitions of regularity, propriety, value for money and feasibility, to better reflect Managing Public Money (1.32 and 'find out more' box).**
- **Providing further information including links to relevant sections of Managing Public Money regarding the accounting officer's duty to raise concerns (1.37 and 'find out more' box).**

Main financial requirements

- **Providing trusts with further guidance and support on procurement (2.24 to 2.26).**
- **Clarifying the role of the board in setting of executive pay (2.27 and 2.30).**

Internal Scrutiny

- Clarifying that the income thresholds referred to in 3.6 and 3.16 are based on the trust's last audited accounts.

Delegated Authorities

- Explaining how **cost** could cause a transaction to be repercussive (5.5).
- Providing a link to the relevant section on **Novel, Contentious or Repercussive transactions** in Managing Public Money ('find out more' box below 5.5).

The regulator and intervention

- Confirming that trusts **must not pay any cyber ransomware demands** (6.15).
- Providing trusts with a link to **further information on DfE oversight and support, including intervention** (6.16).
- Removing educational performance as an area where an **Notice to Improve (NtI) may be issued** (6.17).
- Confirming that the department may **recover funds** where there is evidence of irregularity or fraud (6.21).

2. Organisation

Roles and responsibilities

Members

Akaal Education Trust is a charitable trust and a company limited by guarantee registered with Companies House and governed by an Articles of Association document. The trust has Members who are responsible for appointing the Directors who are also the Trustees and Governors of the school. Members are one of the layers of accountability and leadership and delegate many of their responsibilities to the Board of Directors (Governors).

Members must not be employees of the trust, nor occupy staff establishment roles on an unpaid voluntary basis. This requirement is effective from 1 March 2021.

Trustees

The Trustees set the strategic direction and strategy for the Trust. They hold Directors to account, ensure financial efficiency and probity and ensure the Trust is legally compliant. The Board is governed by non-executive Trustees constituted under a Memorandum of Association and Article of Association. The Trustees are responsible for ensuring that high standards of corporate governance are maintained. The trustees must ensure regularity and propriety in use of the trust's funds, and achieve economy, efficiency and effectiveness – the three elements of value for money. The trustees must also take ownership of the trust's financial sustainability and its ability to operate as a going concern. The Trustees exercise their powers of functions with a view to fulfilling a largely strategic leadership role in the running of the academies. This affords greater opportunities for collaboration not only with regards to teaching and learning but also in terms of the management of each academy, including the procurement of goods and services. The chair is responsible for ensuring the effective functioning of the board and for setting professional standards of governance and accountability for the board.

The Trustees are also governed by the terms of any Funding Agreement that are in place and the Academies Financial Handbook (AFH).

The Finance, Staffing and Premises Committee

The Finance, Staffing and Premises Committee are a sub-committee of the Trustees. The role of the Finance, Staffing and Premises Committee is to carry the Trust's vision, values, policies, priorities and in addition, to develop the local community links.

The Finance, Staffing and Premises Committee are made up of members who are expected to question, challenge and support the academy's leadership. Please refer to Appendix 1 for Terms of Reference.

Directors

The Governors are appointed to manage the business and Academy improvement strategies of the Trust within the parameters set by Trustees as outlined in the Scheme of Delegation (Appendix 2). Working within these parameters, Governors have the responsibility for the day to day management of the Trust's operations and Academy improvement. Governors are invited to attend Trustee meetings as and when required.

Register of Interests/Related parties

It is important for anyone involved in spending public money to demonstrate that they do not benefit personally from the decisions they make. To avoid any misunderstanding that might arise all Trustees, Governors, Members and staff with significant financial or spending powers are required to declare any financial interests they have in companies and/or individuals from whom the Trust and Academies' may purchase goods or services. The register is open to public inspection and available on the website.

The register should include all business interests such as directorships, shareholdings and/or other appointments of influence within a business or organization which may have dealings with the Trust or individual academy. The disclosures should also include business interests of relatives such as a parent or spouse or business partner where influence could be exerted over a director or a member of staff by that person.

The following employees/members of the trust are deemed to be a related party:

- Members
- Trustees
- Trust Leadership team
- Trust Finance team
- Headteacher
- School Business Manager
- Any close family member of the above

The existence of a register of business interests does not, of course, detract from the duties of the Trust and its staff to declare interests whenever they are relevant to matters being discussed by the Trust or a constituted committee. Where an interest has been declared, Trustees, Governors, members and staff should withdraw from that part of any committee or other meeting and should not be involved in the procurement process.

The register will continually be updated at the beginning of the autumn term and will be made available for inspection by governors, staff and parents.

The Academies Financial Handbook 2025 has been updated to provide further clarity on :

Governance – trustees' responsibility to maintain the trust as a going concern, confirmation that members must not be employees or occupy unpaid staff roles, that members must remain informed about trust business and that trusts must keep their register of interests up to date.

3. Accounting System

All the financial transactions must be recorded on the computerised accounting system (FMS) and in the agreed format.

Back-up process

The Business Continuity Plan will be enacted in the event of loss of accounting facilities or financial data. This should link in with the annual assessment made by the Trust of the major risks to which the Trust and Academies are exposed and the systems that have been put in place to mitigate those risks.

Transaction Processing

All transactions must be posted to the computerised accounting system (FMS) and authorised in accordance with delegated levels of responsibility and authority. Appropriate levels of segregation of duties must be in place. Detailed information on the operation of the computerised accounting system (FMS) can be found in the user manuals. All transactions must be processed in a timely manner.

Transaction Reports and Reconciliations

The School Business Manager will be responsible for ensuring the following reconciliations are performed each month, and that any reconciling or balancing amounts are cleared:

- Bank reconciliation including agreeing to the trial balance
- Sales ledger control account
- Purchase ledger control account
- Payroll control account
- VAT control account
- Any other balance sheet reconciliations required.

Once reconciled, the School Business Manager will enact and process the monthly 'closedown' and produce the reports as required in the month end procedures.

Once the month end procedure is complete the School Business Manager and Headteacher will review the financial performance and position of the academy by conducting a monthly budget review.
The consolidated monthly budget review will be prepared by the School Business Manager and then shared by the Headteacher on a monthly basis with the Chair of Trustees and all other Trustees at least 6 times a year.

4. Financial Planning

The Academy in conjunction with the Trust will prepare both medium term and short-term financial plans. The medium-term financial plan is prepared as part of the School Improvement Plan (SIP). The SIP indicates how educational and other objectives are to be achieved using the expected level of resources over a three-year period.

The SIP provides the framework for the annual budget. The budget is a detailed statement of the expected resources available to the Academy and the planned use of those resources. The SIP process and the budgetary process are described in more detail below.

Evaluation and Document Planning

- The SIP outlines the future aims and objectives of the Academy and how they are to be achieved; that includes matching the objectives and targets to the resources expected to be available. They are the "big picture" within which more detailed plans may be integrated.
- The form and content of the SIP will be inclusive and drawn from discussion and agreement across the Trust. Due regard will be given to the matters included within the guidance to academies and any annual guidance issued by the DfE.
- The completed SIP will include detailed objectives for the coming academic year and outline objectives for the following two years. The plan should also include the estimated resource costs, both capital and revenue, associated with each objective and success criteria against which achievement can be measured.
- For each objective the lead responsibility for ensuring progress is made towards the objective will be assigned.

Annual Budget

The Headteacher/School Business Manager, is responsible for preparing and obtaining approval for the annual budget. The budget must be approved by the Trustees.

The approved budget must be submitted to the ESFA by the last working day of July each year and the Headteacher/School Business Manager is responsible for establishing a timetable which allows sufficient time for the approval process and ensures that the submission date is met.

The annual budget will reflect the best estimate of the resources available to Falcons Primary School for the forthcoming year and will detail how those resources are to be utilised. There should be a clear link between the SIP objectives and the budgeted utilisation of resources.

The budgetary planning process will incorporate the following elements:

- Forecasts of the likely number of pupils to estimate the amount of ESFA grant receivable
- Review of other income sources available to the Academy to assess likely level of receipts
- Review of past performance against budgets to promote an understanding of the Academy cost base
- Identification of potential efficiency savings
- Review of the main expenditure headings in light of the SIP objectives and the expected variations in

cost e.g. pay increases, inflation and other anticipated changes

- A staffing structure that fulfills statutory requirements and supports academy improvement – the staffing costs must not exceed 80% of the total in year funding without the approval of the Governing Body. Funding for this purpose is to include – GAG funding, pupil premium, SEN funding, Early Years income, Teachers pension and Teachers pay grants and any other attributable income which has been agreed

Balancing the Budget

Comparison of estimated income and expenditure will identify any potential surplus or shortfall in funding. If shortfalls are identified, opportunities to increase income should be explored and expenditure headings will need to be reviewed for areas where savings can be made. This may entail prioritizing tasks and deferring projects until more funding is available. Plans and budgets will need to be revised until income and expenditure are in balance. If a potential surplus is identified, this may be held back as a contingency or alternatively allocated to areas of need.

The Trustees may request that a percentage of academy surpluses are held centrally as a contingency measure in order to fund emergency or extraordinary items/costs, aid cash flow or used for collaborative initiatives and projects.

Finalising the Budget

Once the different options and scenarios have been considered, a draft budget should be prepared by the School Business Manager in conjunction with the Headteacher and consolidated for approval by Trustees. Once agreed, the budget should be communicated to appropriate staff members so that everyone is aware of the overall budgetary constraints.

The budget should be accompanied by a statement of assumptions and hierarchy of priorities so that if circumstances change, it is easier for all concerned to take remedial action. The budget should be seen as a working document which may need revising throughout the year as circumstances change.

The School Business Manager will work with the Headteacher to formulate their annual budget requirements and complete the Budget Forecast Return to the ESFA by the deadline.

Monitoring and Review

Monthly reports will be prepared by the School Business Manager. The reports will detail actual income and expenditure against budget both for budget holders (if applicable) and at a summary level for the Headteacher.

Any potential overspend against the budget must in the first instance be discussed with the Headteacher.

The monitoring process should be effective and timely in highlighting variances in the budget so that differences can be investigated, and action taken where appropriate.

The Chair must be made aware of significant budget variances as part of the monthly reporting process.

A ‘working budget forecast’ must be kept by the School Business Manager to enable the year end financial position to be forecast and corrective action to be taken at the earliest opportunity if required.

Financial Performance

The financial performance is monitored on an ongoing basis. At key stages in the year the data is analysed and assessed according to financial and budgetary risk.

Indicators include:

- In year and future outturn position – surplus/deficit
- Salary costs as a percentage of funding – leadership structure, teaching staff, teaching assistants, other staff
- Benchmarking and comparative data
- Pupil Teacher Ratios
- Projected numbers on roll
- External funding factors

If the academy is deemed to be at risk the Headteacher and School Business Manager will discuss the position and agree a timetabled recovery plan. This plan will be shared with Members Trustees. The plan will allow for budgetary improvements to be made over an initial 12-month period. Progress will be assessed over this period. If after 12 months there are no or little improvements made the academy will be issued with a letter of intent outlining financial expectations over the following 2 terms. If there are still no or little improvements or there is no confidence in the capacity to improve, the Trust will seek advice and support from ESFA.

5. Payroll

Staff Appointments

The Trust will annually approve a staffing structure for Falcons Primary School – the total cost of staffing must not exceed 80% of the in year funding. Changes can only be made to this establishment with the express approval of the Trust who must ensure that adequate budgetary provision exists for any establishment changes.

Appointment of Deputy Headteachers and Assistant Headteachers must follow consultation with the Trustees. The School Business Manager must ensure personnel files are maintained for all members of staff which include contracts of employment. All personnel changes must be notified, in writing, to the Headteacher.

Salary Payments

All salary related payments are processed by our payroll provider – SAAF Education Limited

The School Business Manager will reconcile the payroll files and schedules to the bank account.

The School Business Manager will post reconciled monthly payment transaction details to the computerised accounting system (FMS) and reconcile to the budget.

The School Business Manager will reconcile the payroll reports to the budget on a monthly basis.

6. Income

The main sources of income for Falcons Primary School is via grants issued by the ESFA, the receipt of which is monitored directly by the School Business Manager who is responsible for ensuring that all grants due are collected.

The academy ESFA grant or GAG will be received by at the beginning of the month in line with the funding profile.

Other forms of delegated funding will be received in line with ESFA guidance. This will mainly include:

- Top Up Funding – via LA
- Devolved Formula Capital
- Pupil Premium/Sports Premium
- Universal Free School Meals/Free School Meals

The school will also secure income from other sources for various purposes and receipted and disbursed in accordance with the systems and processes outlined in the relevant academy policy. This could be in relation to:

- Trips and Visits
- Dinner money
- Letting of facilities
- Fund raising
- Donations
- Sponsorship
- Miscellaneous income

Falcons Primary School uses the School Money cashless system provided by Eduspot.

7. Debt Management

When an academy raises an invoice, unless specifically detailed on the invoice, the payment terms will be 30 days.

The following process shall apply where payment is not received:

- 30 days after original invoice – statement issued

- 2 weeks after statement issued – reminder letter issued
- 2 weeks after reminder letter – second reminder letter issued
- 2 weeks after second reminder letter – refer to the Headteacher and seek legal advice if deemed necessary

Parent debts

The School Business Managers should ensure debts are not accrued by parents for school meals, school trips, wraparound care and any other chargeable activities.
Outstanding School Money accounts should be reviewed and followed up on a weekly basis.
When deemed appropriate a hold should be placed on any chargeable activities when debts remain unpaid

8. Cash Management

Bank Accounts

The opening of all accounts must be authorised by the Trust. The operation of accounts including any transfers between account/payments etc must be made as specified in the scheme of financial delegation. All banking arrangements are held with Lloyds Bank.

Deposits

Particulars of any deposit must be entered on a copy paying-in slip, counterfoil or listed in a supporting book. The details should include:

- The amount of the deposit
- A reference, such as the number of the receipt or the name of the debtor

Payments and withdrawals

Bacs payments must be made wherever practicably possible and cheques to be used only if bacs is not available.

All cheques and other instruments authorising withdrawal or transfer from the school bank accounts must bear the signature of at least two persons from the bank mandate.

This provision applies to all accounts operated by or on behalf of the Trust.

Administration

The School Business Manager must ensure that bank statements are received regularly and that reconciliation is completed as a minimum on a weekly basis. Reconciliation procedures must ensure that:

- All bank accounts are reconciled to the FMS cash book
- Reconciliation is prepared by the School Business Manager
- The Headteacher is notified of any adjustments or issues arising from the process
- Any outstanding transactions are investigated as part of the month end reconciliation process.

Due to the introduction of the bacs payment system, the school does not hold petty cash.

Cash Flow Forecasts

The School Business Manager is responsible for preparing up to date cash flow forecasts to ensure that the academy has sufficient funds available to pay for day to day operations. Any anticipated overdrawn balances must be reported to the Headteacher as a matter of urgency.

Investments

Investments of surplus funds across the trust are to be arranged only by the Trust and not by the school. All financial and other risks must be considered before any investment is made.

The use of academies surplus funds for investment purposes is at the discretion of the trust.

Debit/Credit/Charge cards

The benefits of using debit/credit/charge cards is recognised as an alternative means of paying for goods and services. The advantages include reduced paperwork, reduced administration time and costs, opportunity to make online purchases and seek discounts from suppliers on the basis that they receive immediate payment.

Charge cards are particularly suitable for high volume, low value purchases, booking off site visits and for site staff to order building materials etc.

Falcons Primary School currently holds a debit card which is used for purchases where a payment is required upfront.

All debit card transactions are authorised by two signatories as per the scheme of financial delegation and bank mandate.

Card details should not be stored on any website and the card must be kept in a secure/locked place at all times.

All debit card transactions are recorded on the FMS accounting system and reconciled on a monthly basis.

Card Payment facility

The school has a facility to accept card payment via Square UP terminal for dinners, uniforms etc. The payment gets deposited directly in the bank account, which gets reconciled via FMS weekly.

9. Fixed Assets

Asset Register

All items purchased with a value over £1000 must be entered in the school fixed asset register as part of the month end process and accounted for accordingly on FMS. The School Business Manager will oversee the administration of the register and is required, on a yearly basis, to check the register and report any discrepancies to the Headteacher. The academy must also maintain an inventory of equipment, furniture, fixtures and fittings.

The asset register should include the following information:

- Asset description
- Date of acquisition
- Asset cost
- Relevant depreciation policy
- Depreciation to date
- Current book value

The asset register helps:

- Ensure that staff take responsibility for the safe custody of assets
- Enable independent checks on the safe custody of assets, as a deterrent against theft or misuse
- To manage the effective utilisation of assets and to plan for their replacement
- The external auditors to draw conclusions on the annual accounts and the academy's financial system
- Support insurance claims in the event of fire, theft, vandalism or other disasters

Security of Assets

Stores and equipment must be secured by means of physical and other security devices and accessed by 'authorised' personnel only.

All the items in the register should be permanently and visibly marked as the academy's property and there should be a regular (at least annual) count by someone other than the person maintaining the register. Discrepancies between the physical count and the amount recorded in the register should be investigated promptly and, where significant, reported to the Trust. Inventories of academy property should be kept up to date and reviewed regularly. Where items are used by the academy but do not belong to it this should be noted.

Disposals

The prior approval of the Trust will be required for the disposal of any assets and any disposal must be subject to a competitive tendering process or by sale by public auction.

Disposals up to the value of £5000 will require the approval of the Headteacher, anything above £5000 will require the approval of the Trustees.

The prior written consent of the Secretary of State for Education is required in accordance with section 89 of the School Funding Agreement as follows:

- Before the disposal of any asset for which a grant of over £20,000 was made, or land and buildings which had been transferred from the Local Authority at no cost to the School
- Before the sale or disposal by other means, or reinvestment of proceeds from the disposal of an asset or group of assets, for which a capital grant in excess of £20,000 was paid.
- As set out in section 93 of the School Funding Agreement the School will provide 30 days written notice to the Secretary of State for Education of its intention to dispose of assets for a consideration less than the best price that can reasonably be obtained, whether or not such disposal requires the Secretary of State for Education's consent as detailed above.

There are complications with the disposal of computer equipment, as the academy would need to ensure licenses for software have been legally transferred to a new owner. The School's Information Technology (IT) provider is to be consulted in the disposal of any IT equipment.

The academy is expected to reinvest the proceeds from all asset sales for which capital grant was paid in other academy assets. If the sale proceeds are not reinvested then the academy must repay to the EFA a proportion of the sale proceeds.

Loan of Assets
Items of academy property must not be removed from academy premises without the authority of the Headteacher. A record of the loan must be maintained by the academy.

If assets are on loan for extended periods or to a single member of staff on a regular basis the situation may give rise to a ˊbenefit-in-kind' for taxation purposes. Loans should therefore be kept under review and any potential benefits discussed with the academy's auditors.

Depreciation of Fixed Assets
Depreciation will be recorded as follows:

- Plant and Machinery – 20% on cost
- Fixtures, fittings and equipment – 20% on cost
- ICT Equipment – 33% on cost
- Long leasehold buildings – 50 years straight line
- Long leasehold land – 125 years straight line

10. Tax
The Trust is not registered for VAT purposes.
VAT claims are submitted to the HMRC on a monthly basis by the School Business Manager.
https://www.gov.uk/guidance/claim-a-vat-refund-as-an-organisation-not-registered-for-vat

Reimbursement of VAT is made directly to the bank account by HMRC and reconciled by the School Business Manager.

11. Audit

The Trust has appointed Fortus, Chartered Accountants as its auditors.

The Trust has appointed an internal auditor to ensure adequate controls are in place. All findings and reports are presented to the Finance, Staffing and Premises committee and then shared with the Trustees.

The scope of the work will be reviewed and agreed by the Finance, Staffing and Premises committee and will be determined based on risk.

There must be an appropriate, reasonable and timely response to any findings by auditors, any recommendations outlined in the management letter require an appropriate management response and actioned.

Any control issues and weaknesses identified are rectified within an agreed timeframe.

12. Insurance

All risks are reviewed annually to ensure the cover available and the sums insured are adequate.
Falcons Primary School is registered with the DfE RPA scheme.

The insurers will be notified of any new risks or any other alterations affecting existing insurance.
The Trust will not give any indemnity to a third party. The Insurers will be advised immediately of any accident, loss or other incident which may give rise to an insurance claim

Please refer to The Scheme of Financial Delegation Policy for delegated responsibility including value/delegated authority and method

13. Relevant Policies

- Terms of Reference - Appendix 1
- Scheme of Delegation – Appendix 2
- Scheme of Financial Delegation – Appendix 3
- Governors Allowances – Appendix 4
- Money Handling Procedure – Appendix 5

Appendix 1

Falcons Primary School

FALCONS
PRIMARY SCHOOL

Committee Terms of References

- **Curriculum and Standards**
- **Staffing, Finance and Premises**
- **Hearings and Appeals**

School Vision and Ethos Statement

We encourage all members of the Falcons Community to respect one another, to know that everyone has an important part to play in making the school as good as it can be, to take responsibility and be responsible, to strive for excellence and to try one's best in everything we do.

Our vision for Falcons Primary School is to be recognised as a school that values uniqueness, where children are provided with the skills to enable them to become:

* successful learners
* responsible citizens
* creative thinkers and
* reflective individuals.

SIKH ETHOS

The school draws on the teaching of the Sikh faith and is committed to providing not only an academic education, but one that will also encompass an underlying message of unity, equality and respect. High morals, discipline, love, compassion and selfless service towards all regardless of faith, gender or colour. Falcon School will embrace a universal, inclusive approach to spirituality.

AIMS

To achieve our vision, we aim for all pupils, staff, governors and parents to:

- Work in unity to make Falcons School a welcoming, stimulating and successful school. Encourage good manners, self-discipline and the desire to be enthusiastic learners who grow into forward thinking responsible citizens who respect, value and care for themselves and others.
- Provide an ethos with clear boundaries and expectations, enabling all children to succeed and to reach their full potential confidently, in a safe and supportive environment.
- Become excellent lifelong learners who are independent and prepared for the wider world and aim high to achieve aspirational goals.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

CONTENTS

As and when required

Curriculum and Standards Committee ToRs

Standards Remit of Committee

The Curriculum and Standards committee is established with delegated powers from the Full Governing Body to deal with all curriculum and standards related matters on behalf of the Governing Body of Akaal Education Trust. The committee is expected to ensure that the school operates within all appropriate safeguarding and Financial Regulations.

Terms of Reference

- To monitor and review school performance data and progress towards attainment through the use of, Analysis School Performance (ASP), Governor Dashboard, FFT reports and in house data reports.
- To monitor and evaluate spend and impact of Pupil Premium including Sports Pupil Premium in closing the gap.
- To establish and keep under review safeguarding arrangements and procedures.
- To establish and keep under review arrangements for Governors' visits to school.
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan.
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection.
- To consider the reports of School Improvement Partner (SIP) visits, Local Authority, Ofsted and HMI visits and to review post visit action planning accordingly.
- To review and contribute to the school's SEF report and to advise the Governing Body on it.
- To monitor progress on school improvement and on the implementation of the School Improvement Plan and advise the Governing Body on it.
- To ensure that the requirements of children with special needs are met as laid out in the Code of Practice.
- To ensure that children looked after are not disadvantaged by school policies and procedures an receive an annual report their progress.
- To maintain an overview of relevant policy documentation and it approve and recommend any new policies to the full governing body for adoption
- To monitor and review all policies relating to social inclusion within the school with the aim of creating an inclusive school, developing good practice and supporting staff in this area.
- To monitor levels of attendance, punctuality, behavior referrals and exclusions.
- To establish panels to hear appeals from students and parents on permanent and fixed term exclusion
- To undertake tasks delegated to them by the Governing Body/Akaal Education Trust.

Teaching and Learning Remit of Committee

The school curriculum comprises all learning and other experiences that the school provides for its pupils. The committee has responsibility for monitoring teaching and learning, monitoring and reviewing the assessment policy, monitoring the school's curriculum provision including the school visit policy and the school's provision and policy on relationships and sex education, collective worship and RE. The committee also has a remit to monitor and review safeguarding, pastoral and inclusion issues relating to pupils of the school ensuring that all pupils including those with special educational needs, Children in Care, vulnerable pupils, those of exceptional ability, those with language barriers have full access to the school's provision.

Terms of Reference

- To make recommendations to the governing body and review the school's curriculum as required, in the light of statutory obligations regarding the National Curriculum and including local recommendations.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees of the Governing Body.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEND. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named coordinator.
- To ensure the staff provide information about how the curriculum is taught, evaluated and resourced.
- To review policy and provision for collective worship, RE and sex education and make recommendations where necessary.
- To monitor and review home / school links, including homework, reporting, sharing information and partnership working.

Membership
Not to be less than 3 governors plus the Head teacher.
The committee may make recommendations to the Governing Body for co-option of non-governor members.
Quorum
Three governors
Meeting
At least 4 times per academic year, and otherwise as required
Disqualification
Any relevant person employed to work at the school other than as the Head teacher, when the subject for consideration is the pay or performance of any person employed to work at the school.

Staffing and Finance Committee Terms of Reference

Finance Remit of Committee

The Staffing and Finance committee is established with delegated powers from the Full Governing Body to deal with all staffing and financial matters on behalf of the Governing Body of Akaal Education Trust. The committee is expected to ensure that the school operates within all appropriate safeguarding and Financial Regulations.

Terms of Reference

- To guide and assist the Head teacher and the governing body in all budget and financial matters
- In consultation with the Head teacher, to draw up and present an annual budget for the governing body's approval, taking account of the agreed priorities of the school's Strategic Plan
- To establish and maintain an up to date 3-year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To prepare and review financial policy statements including consideration of long-term planning and research.
- To ensure the implementation of independent checking of financial controls.
- To ensure that the school operates within the Financial Regulations of the Education Funding Agreements for all schools in the Trust.
- To monitor the income and expenditure of all public funds, to receive and where appropriate respond to any audit reports.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To audit all non-public funds for presentation to the Governing Body.
- To agree the level of delegation to the Head teacher and any other individual or body for the day-to-day financial management of the school.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements.
- To ensure preparation of financial statements for inclusion in any public financial reporting documents.
- To make decisions on expenditure following recommendations from other committees.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritized.
- To determine whether sufficient funds are available for pay increments as recommended by the Head teacher.
- In light of the Headteacher Performance Management Panel recommendations, to determine whether sufficient funds are available for increments.
- To report to the Education and Skills Funding Agency (ESFA) any instances of fraud or theft: above £5,000 against the trust whether by employees, trustees or third parties; or where fraud is unusual or systematic in nature.

Staffing Remit of Committee

This committee has responsibility for reviewing and agreeing staff provision, agreeing procedures for staff selection, appointment including safeguarding and reviewing and agreeing staff training programmes. The committee is expected to ensure that the school operates within all appropriate safeguarding and Financial Regulations.

Terms of Reference

- To draft and keep under review the staffing structure in consultation with the Head teacher.
- To establish and review annually the Staff Appraisal and Pay Policy for all categories of staff and to be responsible for its administration.
- To oversee the appointment procedures for all staff.
- To be responsible for all safeguarding issues associated with recruitment of staff and to monitor the Single Central Register.
- To draft, review and recommend for adoption the procedures for dealing with discipline, grievances, dismissal, capability and suspension and ensure that staff are informed of these.
- To oversee the process leading to staff restructuring.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To liaise and consult with other committees where necessary.
- To review the governor’s responsibilities in the light of new Government guidance.

Premises Remit of Committee

The remit of this committee is concerned with the use of premises, grounds and extended school facilities. It should act on behalf of the Governing Body in all issues relating to accommodation, grounds, caretaking, cleaning, decorating, maintenance and community use. It will monitor efficient use of resources and utilities maintaining an overview of costs and lettings policy of premises. All Health and Safety issues will also fall within this remit.

Terms of Reference

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
- To recommend to the Governing Body a Health and Safety policy for the school and to review this policy annually or as appropriate in response to changes in legislation.
- To monitor the effectiveness of the school's health and safety arrangements, make an annual inspection of the premises, grounds and equipment and report annually to the governing body.
- To prepare a statement of priorities for maintenance and development for the approval of the governing body and approve the cost and arrangements for maintenance, repairs and redecoration within the budget allocation.
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Head teacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Governing Body policy
- To establish and keep under review a Building Development Plan.
- To establish and keep under review an Accessibility Plan.
- To develop and monitor policy and practice in relation to health and safety on school trips.
- To ensure compliance with GDPR and Data Protection policies and procedures.
- To develop policy and practice to encourage the fullest participation of the local community in both usage of the building and the development of linked activities, including a community education programme.
- To monitor and review promotion of the school in the community.
- To monitor and review opportunities for community engagement.
- To develop the lettings and procurement strategy which will maximize benefits to the school both in terms of financial probity and social wellbeing.
- To monitor and review annually or as appropriate all aspects of community usage of the premises including community education.

Membership
Not to be less than 3 governors plus the Head teacher.
The committee may make recommendations to the Governing Body for co-option of non-governor members.
Quorum
Three governors.
Meeting

At least 4 times per academic year. and otherwise as required.
Disqualification
Any relevant person employed to work at the school other than as the Head teacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Notes

A separate committee is needed for decisions to dismiss staff and a second committee whose members have had no dealings with the original decision will be needed to deal with appeals.

Hearings Committee Terms of Reference

This committee would be established to make decisions regarding disciplinary, grievance and capability under the Governing Body's personnel procedure.

Terms of Reference

- To make any determination to dismiss any member of staff *(unless delegated to the Head teacher).*
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Head teacher is the subject of the action*
- To make any decisions relating to any member of staff other than the Head teacher, under the Governing Body's personnel procedures (*unless delegated to the Head teacher).*
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others.

*cannot be delegated to an individual

Membership
3 members of the Governing Body

Disqualification
The Head teacher

Appeals Committee Terms of Reference

This committee would be established to consider any appeals following a decision made by the Hearings Committee.

Terms of Reference

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee*
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- To consider any appeals relating to the application of the school's pay policy

*cannot be delegated to an individual

Membership
3 Governors

Disqualification
The Head teacher
Any members of the Hearings Committee.

Appendix 2

Falcons Primary School

FALCONS
PRIMARY SCHOOL

Scheme of Delegations Policy

Approved by GB Date: November 2025 Review Date: November 2026

School Vision and Ethos Statement

We encourage all members of the Falcons Community to respect one another, to know that everyone has an important part to play in making the school as good as it can be, to take responsibility and be responsible, to strive for excellence and to try one's best in everything we do.

Our vision for Falcons Primary School is to be recognised as a school that values uniqueness, where children are provided with the skills to enable them to become:

* Successful learners
* Responsible citizens
* Creative thinkers and
* Reflective individuals.

SIKH ETHOS

The school draws on the teaching of the Sikh faith and is committed to providing not only an academic education, but one that will also encompass an underlying message of unity, equality and respect. High morals, discipline, love, compassion and selfless service towards all regardless of faith, gender or colour. Falcon School will embrace a universal, inclusive approach to spirituality.

AIMS

To achieve our vision, we aim for all pupils, staff, governors and parents to:

- Work in unity to make Falcons School a welcoming, stimulating and successful school. Encourage good manners, self-discipline and the desire to be enthusiastic learners who grow into forward thinking responsible citizens who respect, value and care for themselves and others.
- Provide an ethos with clear boundaries and expectations, enabling all children to succeed and to reach their full potential confidently, in a safe and supportive environment.
- Become excellent lifelong learners who are independent and prepared for the wider world and aim high to achieve aspirational goals.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

DELEGATION OF DECISIONS AND PROCESSES BY THE AKAAL EDUCATION TRUST GOVERNING BODY

A CHECK SHEET showing the level at which decisions should be taken as agreed by the Akaal Education Trust Board

KEY:

Decision Level		
1.	Decisions made by the Governing Body - Level 1[1]	**1**
2.	Decisions that can be delegated to a sub-committee of the Governing Body or an individual - Level 2	**2**
3.	Decisions delegated to the Headteacher within a framework set by the Governing Body - Level 3	**3**

[1] The greyed area means it cannot be delegated to a committee and if it states GB then this task must be dealt with at GB level and not at its committee level.

MAIN DECISIONS AND PROCESSES

		**Where the Headteacher is the subject of an item marked he/she should not be involved in the decision.*	**Decision Level**	**Trust Committee**	**Head**
School Budgets					
	1.	To approve the first formal budget each financial year	**1**		
	2.	To prepare and seek approval of the first formal budget plan each financial year	**2**	**Staffing & Finance**	
	3.	To review termly/half-termly/monthly budget monitoring reports	**2**	**Staffing & Finance**	✓
	4.	To determine financial reporting arrangements	**2**	**Staffing & Finance**	
	5.	To prepare budget monitoring reports and to ensure that financial information is circulated in advance of the termly governors meeting	**3**		✓
	6.	To review a termly budget position statement - Including a statement of any budget virement decisions made by the Headteacher or others under delegated powers	**2**	**Staffing & Finance**	
	7.	To report to Staffing & Finance Committee on actions taken in response to any audits undertaken	**3**	**Staffing & Finance**	✓
	8.	To report to ESFA on the intended use of surplus balances	**2**	**Staffing & Finance**	
	9.	To agree annually the appointment of a school/private fund auditor and to receive annually the audited accounts of the fund within 4 months of the financial year end.	**1**		

		*Where the Headteacher is the subject of an item marked he/she should not be involved in the decision.	**Decision** Level	Trust Committee	Head
	10.	To investigate financial irregularities *N.B. The Trust strongly recommends that where there is any suspicion of financial irregularities, Internal Audit are informed and asked to carry out an investigation on behalf of the school.*	**2***	**Staffing & Finance**	
	11.	To authorise opening of any bank account	**2**	**Staffing & Finance**	
	12.	To incur financial commitments and spend in accordance with the budget plan and school's Scheme of Delegation.	**3**		✓
	13.	To set budget virement limits above which governing body approval is required.	**1**		
	14.	*(Removed by Governing Body on 13/12/2017)*			
	15.	To agree limits and delegations for placing orders and making payments for goods and services.	**1**		
	16.	To agree delegations for the writing-off of debts and losses	**1**		
	17.	To ensure conformity with the Finance Scheme and to finance regulations	**2**	**Staffing & Finance**	✓
	18.	To comply with the requirements of the Data Protection Act	**3**		✓
	20. 21.	Decide whether or not to request any optional delegations, if not already delegated Insurance, if delegated - approve any insurance arrangements	**2** **2**	**Staffing & Finance** **Staffing & Finance**	

		*Where the Headteacher is the subject of an item marked he/she should not be involved in the decision.	**Decision** Level	Trust Committee	Head
	22.	To ensure compliance with ESFA financial regulations on seeking competitive quotations and tenders and that adequate and appropriate insurance cover is provided.	**2**	**Staffing & Finance**	
	23.	Enter into contract (between £10,000.00 and OJEU threshold)	**2**	**Staffing & Finance**	
	24.	To set a charging and remissions policy	**2**	**Staffing & Finance**	
	24a	Enter into contracts above OJEU threshold	**1**		
Staffing					
	25.	To agree a policy for exercising the discretions available within the teachers' pay and conditions document and within the conditions of service of other staff and to ensure such action does not breach budget limits and as per school's Equal Opportunities Policy	**2**	**Staffing & Finance**	✓
	26.	To determine the salaries and benefits of the Head and Deputy Headteacher and other staff on the leadership spine	**2***	**Staffing & Finance**	
	26a	To ratify or not the pay progression recommendations of all teachers under new pay policy	**2**	**Staffing & Finance**	
	27.	To grant an extension of sick pay for up to three months	**3**		✓
	28.	To authorise additional hours or overtime for non-teaching staff	**3**		✓
	29.	To agree a procedure for: authorising in advance out of County journeys by the Head and for certifying all expenses claims above the authorised level in the scheme of delegation made by the Head.	**2**	**Staffing & Finance**	
	30.	To establish Recruitment Panel including a panel for the selection of a Head, Deputy Head and SBM when a vacancy arises.	**1**		

		*Where the Headteacher is the subject of an item marked he/she should not be involved in the decision.	**Decision** Level	Trust Committee	Head
	31.	To determine the staff complement for the school	**2**	**Staffing & Finance**	
	32.	To agree a policy for Recruitment Panels in exercising the discretions contained in the teachers' pay and conditions document	**2**	**Staffing & Finance**	
	33.	To recommend to the governing body, for appointment a Head, Deputy Head and/or SBM, as a candidate is selected after interview.	**2**	**Recruitment Panel**	
	34.	To approve, for appointment a Head, Deputy Head and SBM, the person recommended by the Recruitment Panel	**1**		
	35.	To engage temporary and/or supply staff to cover vacancies, and absences within the available budget	**3**		✓
	36.	To select teachers for appointment in line with Governors approved policies and procedures	**3**		✓
	37.	To agree a policy for appointments / recruitment	**2**	**Staffing & Finance**	
	38.	To select senior non-teaching staff for appointment (Board of Directors to identify senior posts) in line with Governors approved policies and procedures	**2**	**Staffing & Finance**	✓
	39.	To select other non-teaching staff for appointment in line with Governors approved policies and procedures	**3**		✓
	40.	To establish a policy for special leave of absence	**2**	**Staffing & Finance**	
	41.	To approve requests for special leave of absence with or without pay within the governing body's policy	**2 and 3**		✓
	42.	To authorise release for training, conferences or other school business - including the Head	**3**		✓

		Where the Headteacher is the subject of an item marked he/she should not be involved in the decision.	**Decision** **Level**	**Trust Committee**	**Head**
	43.	To approve timing of annual leave for certain non-teaching staff	**3**		✓
	44.	To authorise time off for public and trade union duties	**3**		✓
	45.	To establish and adopt discipline, capability and grievance procedures	**2**	**Staffing & Finance**	
	46.	To initiate formal disciplinary proceedings against an employee	**3***		✓
	47.	To conduct a first or second stage disciplinary hearing	**2**	**Hearings Committee**	
	48.	To hear any grievances brought by an employee at the first stage	**3***		✓
	49.	To suspend an employee from work subject to informing the chair of governors	**3***		✓
	50.	To lift a disciplinary suspension imposed on an employee	**2***	**Hearings Committee**	✓
	51.	To determine that an employee shall cease to work at the school *(Must act through Hearings Committee)*	**2**	**Hearings Committee**	
	52.	To hear an appeal against dismissal *(Must act through Appeals Committee)*	**2**	**Appeals Committee**	
	53.	To grant early retirement within the scope of regulations	**2**	**Staffing & Finance**	✓
	54.	To agree the level of premature retirement and/or redundancy compensation **over and above** that set out in the LA's guidance in line with the Academies Financial Handbook	**2**	**Staffing & Finance**	✓
	55.	To determine the existence of a redundancy situation	**2**	**Staffing & Finance**	✓

		*Where the Headteacher is the subject of an item marked he/she should not be involved in the decision.	**Decision Level**	**Trust Committee**	**Head**
	56.	To extend service beyond normal retiring age	**3***		✓
	57.	Recognition of trade unions	**2**	**Staffing & Finance**	
	58.	To undertake local consultation with school representatives of all recognised trade unions	**3**		✓
Curriculum					
	59.	Ensure broad, balanced, inclusive and robust Curriculum taught to all pupils and to consider any disapplication for pupil(s)	**2**	**Curriculum & Standards**	✓
	60.	To draft curriculum policy	**3**		✓
	61.	To implement curriculum policy	**3**		✓
	62.	To agree or reject and review curriculum policy	**2**	**Curriculum & Standards**	
	63.	To be responsible for standards of teaching	**3**		✓
	64.	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day)	**3**		✓
	65.	Responsibility for individual child's education	**3**		✓
	66.	Provision of Relationship and Sex Education - make and keep up to date a written policy	**2**	**Curriculum & Standards**	✓
	67.	To prohibit political indoctrination and ensuring the balanced treatment of political issues	**2**	**Curriculum & Standards**	✓

		*Where the Headteacher is the subject of an item marked he/she should not be involved in the decision.	**Decision** **Level**	**Trust Committee**	**Head**
Performance Management					
	69.	To establish a performance management policy	**2**	**Staffing & Finance**	
	70.	To implement the performance management policy	**2**	**Staffing & Finance**	✓
	71.	To review annually the performance management policy	**2**	**Staffing & Finance**	✓
Target Setting					
	72.	To set and publish targets for pupils achievement	**2**	**Curriculum & Standards**	✓
	73.	To provide governors with in-year progress data	**2**		✓
	74.	To provide governors with reports on quality of teaching and learning	**2**		✓
	75.	To provide stakeholders with reports on pupil premium spend and progress towards closing the gap.	**2**		✓
Exclusions					
	76.	To decide on a discipline policy	**2**	**Curriculum & Standards**	✓
	77.	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	**3**		✓

		*Where the Headteacher is the subject of an item marked he/she should not be involved in the decision.	**Decision Level**	**Trust Committee**	**Head**
	78.	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (Can be delegated to chair/vice-chair in cases of urgency)	**2**	**Panel established by Governing Body**	✓
	79.	To direct reinstatement of excluded pupil on recommendation of a panel of Governors established to review the decision to exclude a pupil.	**1**		
Admissions					
	80.	To set an admissions policy in accordance with statutory regulations and ESFA criteria	**2**	**Curriculum & Standards**	
	81.	To appeal against directions to admit pupil(s)	**2**		✓
Religious Education					
	82.	Responsibility for ensuring provision of RE in line with school's basic curriculum	**2**	**Curriculum & Standards**	✓
	83.	Decision to provide RE in line with agreed syllabus	**2**	**Curriculum & Standards**	✓
Collective Worship					✓
	84.	Headteacher shall ensure that all pupils take part in a daily act of collective worship. The governing body also has similar duties	**2**	**Curriculum & Standards**	✓
	85.	To make application to the advisory councils, SACRE, concerning the requirements for collective worship *(schools without a religious character)* Headteacher must consult governing body	**3**		✓

		*Where the Headteacher is the subject of an item marked he/she should not be involved in the decision.	**Decision** Level	Trust Committee	Head
	86.	Arrangements for collective worship *(schools without religious character)* Headteacher must consult governing body	**3**		✓
Premises					
	87.	Buildings insurance and personal liability	**2**	**Staffing & Finance**	✓
	88.	Develop Academy Buildings Strategy - *(including budgeting for repairs etc.)* and Asset Management Plans	**2**	**Staffing & Finance**	✓
	89.	To approve procurement, adaptions and additions to school premises	**2**	**Staffing & Finance**	✓
Health and Safety					
	90.	To institute health and safety policy	**2**	**Staffing & Finance**	
	90a	To ensure health and safety issues are met	**2**	**Staffing & Finance**	
	91.	To consider health and safety and environmental health matters - including those relating to school meals (if delegated)	**3**		✓
School Organisation					
	92.	To draw up the school's instrument of government and any amendments thereafter	**1**		
	93.	To publish proposals to change category of school	**2**	**Staffing & Finance**	✓

		*Where the Headteacher is the subject of an item marked he/she should not be involved in the decision.	**Decision** **Level**	**Trust Committee**	**Head**
	94.	To take decisions within their remit affecting the future status of the school	**1**		
	95.	To draft School (post-Ofsted) Action Plan and distribute to parents	**2**	**Curriculum & Standards**	✓
	96.	To decide any changes in school session times	**2**	**Staffing & Finance**	✓
	97.	To review and monitor all statutory school policies	**2**	**Staffing & Finance** **Curriculum & Standards**	✓
	98.	To write statutory policies to present to governing body	**3**		✓
	99.	To ensure provision of free school meals to those pupils meeting criteria	**3**		✓
	100.	To ensure pupil premium grant spent appropriately	**3**		✓
	101.	To monitor use and impact of pupil premium grant	**2**	**Curriculum & Standards**	
Information for parents					
	102.	To prepare and publish school prospectus	**2**	**Staffing & Finance**	✓
	103.	To prepare and publish school website in accordance to Ofsted criteria	**2**	**Staffing & Finance**	✓

		*Where the Headteacher is the subject of an item marked he/she should not be involved in the decision.	**Decision** **Level**	**Trust Committee**	**Head**
	104.	To provide information to be published by governing bodies *(It would be appropriate when considering this information on an annual basis for governing bodies to: monitor and review the aims and objectives of the school; to agree suitable policies, targets and priorities; and to evaluate whether the policies, targets and priorities are being achieved.)*	**2**	**Staffing & Finance**	✓
Governing Body Procedures					
	105.	To adopt and review home-school agreements	**2**	**Curriculum & Standards**	✓
	106.	To publicise school's complaints procedure	**2**	**Curriculum & Standards**	✓
	107.	To appoint and remove the chair and vice-chair of governors	**1**		
	108.	To appoint and dismiss the clerk to the governors	**1**		
	109.	To hold a governing body meeting termly	**1**		
	110.	To recommend the appointment and removal of governors	**1**		
	111.	To establish and maintain a register of Governor's Business interests	**2**	**Governing Professional**	
	112.	To discharge duties in respect of pupils with special needs by appointing a "responsible person"	**2**	**Link Governor**	
	113.	To establish committees, working groups and delegation to individuals	**1**		

		Where the Headteacher is the subject of an item marked he/she should not be involved in the decision.	**Decision** **Level**	**Trust Committee**	**Head**
	114.	To regulate the governing body's procedures (where not set out in law)	**1**		
	115.	To review at least once a year the establishment, terms of reference and membership of committees, including selection panels	**1**		
Planning					
	116.	To prepare the school improvement plan including the school aims, budget forecasts, and medium term financial plan	**2**	**Staffing & Finance**	✓
	117.	To approve the school improvement plan including the school aims, budget forecasts, and medium term financial plan	**1**		
	118.	To plan the school's staffing establishment, structure and salary policy	**2**	**Staffing & Finance**	✓
	119.	To approve the school's staffing establishment, structure and salary policy	**1**		
Extended Schools	120.	To decide to offer additional activities and to what form these should take	**2**	**Curriculum & Standards**	✓
	121.	To put in place additional services provided	**2**	**Curriculum & Standards**	✓
	122.	To cease providing extended school provision	**2**	**Curriculum & Standards**	✓

Falcons Primary School

Scheme of Financial Delegation

Approved by GB: November 2025 Review Date: November 2026

School Vision and Ethos Statement

We encourage all members of the Falcons Community to respect one another, to know that everyone has an important part to play in making the school as good as it can be, to take responsibility and be responsible, to strive for excellence and to try one's best in everything we do.

Our vision for Falcons Primary School is to be recognised as a school that values uniqueness, where children are provided with the skills to enable them to become:

* Successful learners
* Responsible citizens
* Creative thinkers and
* Reflective individuals.

SIKH ETHOS
The school draws on the teaching of the Sikh faith and is committed to providing not only an academic education, but one that will also encompass an underlying message of unity, equality and respect. High morals, discipline, love, compassion and selfless service towards all regardless of faith, gender or colour. Falcon School will embrace a universal, inclusive approach to spirituality.

AIMS
To achieve our vision, we aim for all pupils, staff, governors and parents to:

- Work in unity to make Falcons School a welcoming, stimulating and successful school. Encourage good manners, self-discipline and the desire to be enthusiastic learners who grow into forward thinking responsible citizens who respect, value and care for themselves and others.
- Provide an ethos with clear boundaries and expectations, enabling all children to succeed and to reach their full potential confidently, in a safe and supportive environment.
- Become excellent lifelong learners who are independent and prepared for the wider world and aim high to achieve aspirational goals.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Scheme of Financial Delegation for Falcons Primary School

Notwithstanding the provisions agreed as part of this scheme, the provisions of the Academies Financial Handbook and other directions issued by ESFA from time to time will always apply.

Delegated Responsibility	Value	Delegated Authority	Method
Orders and Payments for Goods and Services	up to £1000	Budget Holder	Selection from Preferred Supplier List
	£1000 - £2500	Budget Holder and Head Teacher	Minimum of 2 verbal quotes
	£2500 - £10,000 (limit agreed by GB)	Head Teacher	Minimum of 3 written quotes
	over £10,000	Governing Body	Formal Tendering Process in Line with Trust Procurement Procedures and OJEU requirements
	Authority to accept other than lowest tender / quote	Governing Body	
Signatories for Cheques / BACS Payment / Debit Card Transactions / Authorisations and Other Bank Transfers	Any	Any 2 from: • Head Teacher • Deputy Head Teacher • One other approved by Governing Body	
Signatories for DfE / EFA Grant Claims and DfE Returns	Any	2 from: • Head Teacher • Deputy Head Teacher • Chair of Staffing & Finance Committee	
Approve Transfers Between Budget Headings Within Agreed Limits	up to £1000	Business Manager / School Business Manager	Reported to Staffing and Finance Committee
	£1000 - £10,000	Head Teacher	Reported to Staffing and Finance Committee
	over £10,000	Governing Body	
Authority for the Disposal of Unusable or Obsolete Items	up to £5,000	Head teacher	
	over £5,000	Governing Body	
Authority for the disposal of land, buildings and heritage assets		Governing Body with prior ESFA approval	
Seek Approval for Writing-off Debts and Losses		Governing Body	With ESFA approval as required and in line with requirements of the Academies Financial Handbook
Reporting of Fraud	Over £5000	Governing Body	Report to ESFA any instances of fraud or theft above £5000 against the Trust
Seek approval for borrowing funds or entering into liabilities beyond delegated limits		Governing Body with prior ESFA approval	
Proper use of public funds when procuring goods or services from connected parties		Governing Body	In line with requirements of the Academies Financial Handbook

Falcons Primary School

FALCONS
PRIMARY SCHOOL

Scheme for Paying Governors Allowances

Approved by GB Date: November 2025 Review Date: November 2026

School Vision and Ethos Statement

We encourage all members of the Falcons Community to respect one another, to know that everyone has an important part to play in making the school as good as it can be, to take responsibility and be responsible, to strive for excellence and to try one's best in everything we do.

Our vision for Falcons Primary School is to be recognised as a school that values uniqueness, where children are provided with the skills to enable them to become:

* successful learners
* responsible citizens
* creative thinkers and
* reflective individuals.

SIKH ETHOS

The school draws on the teaching of the Sikh faith and is committed to providing not only an academic education, but one that will also encompass an underlying message of unity, equality and respect. High morals, discipline, love, compassion and selfless service towards all regardless of faith, gender or colour. Falcon School will embrace a universal, inclusive approach to spirituality.

AIMS

To achieve our vision, we aim for all pupils, staff, governors and parents to:

- Work in unity to make Falcons School a welcoming, stimulating and successful school. Encourage good manners, self-discipline and the desire to be enthusiastic learners who grow into forward thinking responsible citizens who respect, value and care for themselves and others.
- Provide an ethos with clear boundaries and expectations, enabling all children to succeed and to reach their full potential confidently, in a safe and supportive environment.
- Become excellent lifelong learners who are independent and prepared for the wider world and aim high to achieve aspirational goals.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Falcons Primary School

SCHEME FOR PAYING GOVERNORS' ALLOWANCES

Introduction

1. Governors may claim allowances in respect of actual expenditure necessarily incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body:

2. Governors may not claim for actual or potential loss of earnings, or for attending meetings.

3. All governors and associate members are eligible to claim allowances in accordance with this scheme, using the attached claim form.

Eligible Expenses

4. Categories of eligible expenditure are as follows:

- Care arrangements: Child care or baby-sitting expenses, where these are not provided by a relative or partner; Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner.
- Telephone calls and postage
- Travel
- Subsistence

Allowance Rates

5. Rates at which allowances are payable are as follows:

Care Arrangements:	Actual costs incurred, up to a maximum of **£8 per hour**
Telephone Calls and Postage:	Actual costs incurred.
Travel Rates:	In accordance with the rate specified by the Leicester City Council Car Allowance Scheme. For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second class fares. For travel by taxi the cost must not exceed **£10 per journey**.
Subsistence:	If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

[*] The Governing Body may vary these rates to meet their particular circumstances. The rates must be agreed at a full governing body meeting.

Criteria for Claims

6. All claims must be submitted to **school finance office** on the attached form within one month of the expenditure being incurred (except for telephone calls).

7. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.

8. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Financial Systems

9. The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

10 Monitoring and Evaluation

This Policy and its implementation will be reviewed annually by Governors

Governors' Expenses Claim Form

Name …………………………………………………

Address………………………………………………….

……………………………………………………….…

……………………………………………….…………

Date of Claim …………………………………………..

Details of Claim……………………………………….

…………………………………………………..

…………………………………………………..

…………………………………………………..

Signature of claimant …………………………………

Please pass on the completed form to the School ***Finance***, together with any receipts, for authorisation by the Headteacher.

This claim has been authorised by the Headteacher, Jasbir Mann on: -

Date…………………………………………………

As witnessed by

……………………………………………………….(Name 1)

……………………………………………………….(signature 1)

and

………………………………………………………(Name 2)

………………………………………………………(signature 2)

Falcons Primary School

Money Handling Procedure

Approved by GB: November 2025 Review Date: November 2026

School Vision and Ethos Statement

We encourage all members of the Falcons Community to respect one another, to know that everyone has an important part to play in making the school as good as it can be, to take responsibility and be responsible, to strive for excellence and to try one's best in everything we do.

Our vision for Falcons Primary School is to be recognised as a school that values uniqueness, where children are provided with the skills to enable them to become:

* successful learners
* responsible citizens
* creative thinkers and
* reflective individuals.

SIKH ETHOS

The school draws on the teaching of the Sikh faith and is committed to providing not only an academic education, but one that will also encompass an underlying message of unity, equality and respect. High morals, discipline, love, compassion and selfless service towards all regardless of faith, gender or colour. Falcon School will embrace a universal, inclusive approach to spirituality.

AIMS

To achieve our vision, we aim for all pupils, staff, governors and parents to:

- Work in unity to make Falcons School a welcoming, stimulating and successful school. Encourage good manners, self-discipline and the desire to be enthusiastic learners who grow into forward thinking responsible citizens who respect, value and care for themselves and others.
- Provide an ethos with clear boundaries and expectations, enabling all children to succeed and to reach their full potential confidently, in a safe and supportive environment.
- Become excellent lifelong learners who are independent and prepared for the wider world and aim high to achieve aspirational goals.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Purpose

The purpose of this procedure is to ensure the secure and accountable handling of funds within Falcons Primary School. This procedure aims to safeguard financial resources and promote transparency and accountability in financial operations.

Procedure

1. Collection of Money

- A responsible adult, such as a teacher or teaching assistant, will be designated to collect money during school events.
- Cash should be collected in a secure and organised manner to avoid loss or theft.

2. Transfer to School Business Manager (SBM)

- All collected cash must be transferred to the School Business Manager (SBM) immediately after the event concludes.
- The cash should be counted in the presence of the SBM and the person handing over the money.

3. Counting and Recording

- Cash must be counted in a secure location, such as the Headteacher's or SBM's office.
- Details including the date, amount, purpose, and source of the funds should be recorded accurately in the financial record.

4. Secure Storage

- After counting, the money should be stored in a locked and secure location, such as a school safe.
- Access to the safe is restricted to authorised personnel only: the Headteacher, Deputy Headteacher, SBM and Office Manager.

5. Bank Deposit

- Funds must be deposited into the school's bank account promptly by the SBM or the Office Manager.
- Deposit slips should be used to document all bank deposits and retained for financial records.

6. Record Maintenance

- Maintain detailed records of all financial transactions, including receipts, deposit slips, and reconciliation forms.
- Ensure all records are kept in an organised and secure manner for future reference and audits.

7. Reconciliation

- Bank statements should be regularly reconciled with the school's financial records (FMS) to ensure accuracy.
- Discrepancies must be investigated and resolved promptly.

8. Reporting Irregularities

- Any irregularities, including lost or stolen funds, must be reported immediately to the Headteacher and the Deputy Headteacher of the school.
- If necessary, the issue should be escalated to the school Governors and trustees.

9. Handling Irregularities

- Headteacher and Deputy headteacher will assess the severity of the irregularity and decide the next steps.
- This may involve conducting an internal investigation or, in more severe cases, contacting the Police for further investigation.

10. Review and Updates

- This procedure should be reviewed annually or when necessary to ensure it remains effective and compliant with current regulations.