

Greenshaw High School

Schedule of Financial Delegations 2022

This Schedule of Financial Delegations applies to Greenshaw High School in accordance with and pursuant to the GLT Finance Policy and Procedures. If there is any ambiguity or conflict then the GLT Finance Policy and Procedures takes precedence.

It is the responsibility of the governing body and Headteacher of the school to ensure that their school and its staff adhere to the GLT Finance Policy and Procedures and this Schedule of Financial Delegation. In their implementation, school staff must take account of any advice given to them by the GLT Head of Finance, GLT Executive Head of Shared Services, GLT Director of Resources, CEO and/or Board of Trustees. If there is any question or doubt, the GLT Head of Finance should be consulted.

The Board of Trustees delegates the overall authority and responsibility for the management of the school's revenue budget, and any other budget delegated by the Board of Trustees, to the Headteacher. The Headteacher may delegate part of the overall budget to individual Budget Holders in line with the priority needs of the school and the School Development Plan.

The Headteacher is responsible for the operational management of the school. The administration of financial procedures may be delegated to other members of staff at the discretion of the Headteacher. This delegation is set out in the following Schedule of Financial Delegations.

The Schedule is the responsibility of: Headteacher

The Schedule was approved by the Governing Body on: 5th October 2022.

The Schedule is due for review by: September 2023.

Greenshaw High School is part of the Greenshaw Learning Trust. The Greenshaw Learning Trust is a charitable company limited by guarantee, registered in England & Wales, company number 7633634, registered at Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

SCHEDULE OF DELEGATIONS

The following tables summarise the main authorities and responsibilities delegated by the Headteacher within the school in accordance with the GLT Finance Policy and Procedures 2022.

Financial Control Thresholds

Suspected fraud, theft or irregularity	Above cumulative £200 in any financial year	Notify GLT Head of Finance
Gifts and Hospitality	All benefits received or paid in excess of £50	Record in Gifts and Hospitality Register
Monitoring	Monthly variances in excess of £10,000 from approved budgets	Report to GLT Head of Finance with plan of corrective actions

Fixed Assets

Responsibility for maintaining School Inventory		Alex Bingham
Responsibility for maintaining Loan Book		Not applicable
Responsibility for monthly stock take if assets > £2,000 Catering Audit		Not applicable Florin Radu
Inventory of School Assets	Assets above £200	Include in school inventory
	Assets above £2,000	Notify GLT Head of Finance for inclusion into Fixed Asset Register
	Differences in physical count in excess of £1,000	Notify GLT Head of Finance
Asset disposal	Assets recorded on school Inventory	Authorised by Headteacher Approved by Governing Body
	Assets recorded on Trust Fixed Assets Register	GLT Head of Finance approval required
Asset Depreciation	Land & Buildings	35 years
	IT Equipment	3 years
	Furniture and Fittings	4 years
	Motor Vehicles	5 years

Stock Takes	If value of stocks exceeds £2,000	Monthly
	Differences in physical count in excess of £200	Notify GLT Head of Finance
Acquisition and disposal of freeholds on land and buildings		Board of Trustee approval required

Financial Assets

Panel of authorised signatories on banking mandate		Delegated to GLT Head of Finance
Safe keyholders		Carla Harper
Responsibility for reconciling bank statements with PSF		Delegated to GLT Head of Finance
Bank Account Name	Sort Code	Account Number
Greenshaw High School	30-98-36	33140560
Insured amount of cash on school premises (including Petty Cash)		£10,000
Petty Cash	Amount (Headteacher discretion up to Trust Limit of £200)	Authorised by Head Approved by GB
Responsibility for reconciling Petty Cash receipts with cash balance		Alex Bingham
Corporate Purchase/Credit Cards		Authorised by Head Approved by LGB
Name	Individual Limit	Total school limit
Diane Haslam	£4,500	Amount (Headteacher discretion up to Trust Limit of £5,000)
Alex Bingham	£500	
Reserves Policy	Schools must maintain a minimum level of reserves of 5% of their total school income in the approved annual budget.	
Borrowing including overdrafts and bank loans		Board of Trustee approval required

Income

Lettings and hire of facilities	Conducted through Greenshaw Learning Services Limited	Schools accrue income at 97%
Local Cash Accounting System		ParentPay
Responsibility for recording student income on the Local Cash Accounting System		Carla Harper
Debt Write-Offs	Less than £1,000	Authorised by Headteacher Approved by Governing Body
	Above £1,000 cumulative in the year	Board of Trustee approval required
Granting a lease on land and buildings		Board of Trustee approval required
Guarantees, Indemnities and Letters of Comfort		Board of Trustee approval required

Expenditure

Limit for single Purchase Orders delegated to Headteacher		£75,000
Procurement Policy	Orders up to £2,000	One quotation
	Orders from £2,000 but less than £10,000	Two quotations
	Orders from £10,000 but less than £75,000	At least three written comparable quotations. Seek advice on aggregation from the GLT Head of Procurement
	Orders from £75,000	Formal Tender with GLT Head of Procurement approval
Contracts and Service Level Agreements	Maturity of one year or less AND total liability within the Headteacher's Delegated Authority	Authorised by Headteacher, Approved by Governing Body, Notify GLT Head of Procurement for inclusion into Contracts Register
	Maturity greater than one year OR total liability exceeds the Headteachers Delegated Authority	GLT Head of Procurement approval required

Operating Lease	GLT Head of Finance approval required
Finance Lease, Finance Agreement, Hire Purchase Agreement or Leaseholds on Land and Buildings	Not permitted under any circumstances

Staff Expenditure

Responsibility for maintaining Register of Interests	Nick House
Responsibility for maintaining Gifts and Hospitality Register for benefits received with a value > £50	Alex Bingham
Responsibility for authorising payroll	Nick House
Responsibility for reconciling payroll with PSF	Delegated to GLT Head of Finance
Special payments including severance payments, compensation payments and ex gratia payments	Board of Trustee approval required

Greenshaw High School Workflow

REQ AUTH

Created by Budget Holder

ê

PORD

Entered by Shared Finance Team

ê

PORD AUTH

From £0 - £34,999.99 authorised as per table below

From £35,000 - £74,999.99 authorised by Nick House

From £75,000 - infinity authorised by GLT Director of Resources (Steve Bradford)

ê

GRN

Entered by Shared Finance Team

ê

INV

Entered by Shared Finance Team

ê

INV AUTH

Authorised by budget holder

Authorisation Cover in case of notified absence

Authoriser	Replaced By
Diane Haslam	Shared Finance Team
Alex Bingham	Nick House
Nick House	Steve Bradford

Authorised Budget Holders

Account	Budget Holder Name	Email Address	Approval Limit 1	Approval Limit 2
ALL Accounts	Finance Team		£1,000	Alex Bingham £35k
B - ADMISSION	Kelly Tolhurst Kelly Ballard	ktollhurst@greenshaw.co.uk kballard@greenshaw.co.uk	£1000	Alex Bingham £35k
B- ALTPROV	Sallie Webb	swebb@greenshaw.co.uk	£1000	Alex Bingham £35k
B - ANTIRACISM	Rosy Evans	revans@greenshaw.co.uk	£1000	Alex Bingham £35k
B- ASTHEAD1	Foye Weatherhead	fweatherhead@greenshaw.co.uk	£17,000	Alex Bingham £35k
B- ASTHEAD2	Ro King	rking@greenshaw.co.uk	£10,000	Alex Bingham £35k
B- ASTHEAD3	Alex Bingham	abingham@greenshaw.co.uk	£35000	Nick House
B- ASTHEAD4				
B- BEHAVSUP	Hannah Miles	hmiles@greenshaw.co.uk	£1000	Alex Bingham £35k
B-CAREERS	Paula Sone	psone@greenshaw.co.uk	£1000	Alex Bingham £35k
B-CATERING	Florin Radu	fradu@greenshaw.co.uk dmarsh@greenshawlearningtrust.co.uk	£1000	David Marsh £10k
B- COMMINT	Karen Cordes	kcordes@greenshaw.co.uk	£1000	Alex Bingham £35k
B- DEPHEAD1	Jason Mirtschin	jmirtschin@greenshaw.co.uk	£10,000	Alex Bingham £35k
B- DEPHEAD2	Alex Bingham	abingham@greenshaw.co.uk	£10,000	Alex Bingham £35k
B- DEPHEAD3				
B- DEPHEAD4				
B- DEPHEAD5				

B- EXAMS	Lara Ballard	lballard@greenshaw.co.uk	£1000	Alex Bingham £35k
B-GOV	Sarah Richards	srichards@greenshaw.co.uk	£1000	Alex Bingham £35k
B- HEAD	Nick House	nhouse@greenshaw.co.uk	£75,000	
B-HR	Kirsty Johncock	kjohncock@greenshaw.co.uk	£4,000	Alex Bingham £35k
B-IT	Aaruhn Shub Justine Allen	ashub@greenshaw.co.uk jallen@greenshawlearningtrust.co.uk	£1000	Justine Allen £10k
B – LGBTQ plus	Anna Rogers Nicholas Walpole	arogers@greenshaw.co.uk nwalpole@greenshaw.co.uk	£1000	Alex Bingham £35k
B-LRC	George Bligh	gbligh@greenshaw.co.uk	£1000	Alex Bingham £35k
B-OFFICEMGR	Carla Harper	charper@greenshaw.co.uk	£1000	Alex Bingham £35k
B-PASTORAL	Katie Butts	kbutts@greenshaw.co.uk	£2000	Alex Bingham £35k
B-PRIMLIAIS	Jane Wilson	jwilson@greenshaw.co.uk	£1000	Alex Bingham £35k
B-PUPILDATA	Katrina Ioannides	kioannides@greenshaw.co.uk	£1,000	Alex Bingham £35k
B- REPRO	Alex Bingham	abingham@greenshaw.co.uk	£1000	Alex Bingham £35k
B-SBM	Alex Bingham	abingham@greenshaw.co.uk	£1000	Alex Bingham £35k
B-SENCO	Letesha Moran/ Karen Cordes	lmoran@greenshaw.co.uk kcordes@greenshaw.co.uk	£1000	Alex Bingham £35k
B- SITEMGR	Caroline Budd	cbudd@greenshaw.co.uk jfisher@greenshawlearningtrust.co.uk	£3000	Julia Fisher £10k
B-STUDENT	Sarah Richards	srichards@greenshaw.co.uk	£1000	Alex Bingham £35k

B-TRAINING	Phil Stock	pstock@greenshaw.co.uk	£1000	Alex Bingham £35k
B - WELLBEING	Hannah Miles	hmiles@greenshaw.co.uk	£1000	Alex Bingham £35k
C- ART	Alex Paisley	apaisley@greenshaw.co.uk	£1000	Alex Bingham £35k
C- BUISNESS				
C- CLASSICS	Dominic Bell	dbell@greenshaw.co.uk	£1000	Alex Bingham £35k
C- DANCE				
C- DESIGNTECH	Alex Paisley	apaisley@greenshaw.co.uk	£1000	Alex Bingham £35k
C- DRAMA	Alex Brailsford	abrailsford@greenshaw.co.uk	£1000	Alex Bingham £35k
C- ECONOMICS	Steve Wallis	swallis@greenshaw.co.uk	£1000	Alex Bingham £35k
C- ENGLISH	Steve Trafford	straftford@greenshaw.co.uk	£1000	Alex Bingham £35k
C- FOODTECH	Milly Bowles	abowles@greenshaw.co.uk	£1000	Alex Bingham £35k
C- GEOGRAPHY	Gina Maxwell	gmaxwell@greenshaw.co.uk	£1000	Alex Bingham £35k
C- GRAPHICS	Alex Paisley	apaisley@greenshaw.co.uk	£1000	Alex Bingham £35k
C- HEAD	Nick House	nhouse@greenshaw.co.uk	£75,000	
C – HEALTH	Natalie Leppard	nleppard@greenshaw.co.uk	£1000	Alex Bingham £35k
C- HISTORY	Katie Duce	kduce@greenshaw.co.uk	£1000	Alex Bingham £35k
C-MATHS	Vinnie Nair	vnair@greenshaw.co.uk	£1000	Alex Bingham £35k
C- MEDIA				

C- MFL	Majda Sayarh	msayarh@greenshaw.co.uk	£1000	Alex Bingham £35k
C- MUSIC	Sergio Prezioso	sprezioso@greenshaw.co.uk	£1000	Alex Bingham £35k
C- PE	Josh Fuller	jfuller@greenshaw.co.uk	£1000	Alex Bingham £35k
C- PHOTOGRAPHY	Alex Paisley	apaisley@greenshaw.co.uk	£1000	Alex Bingham £35k
C - POLITICS	David Edwards	dedwards@greenshaw.co.uk	£1000	Alex Bingham £35k
C- PSHE	Sallie Webb	swebb@greenshaw.co.uk	£1000	Alex Bingham £35k
C- PHSYCHOLOGY	Alan Gardner	agardner@greenshaw.co.uk	£1000	Alex Bingham £35k
C- RESMAT	Alex Paisley	apaisley@greenshaw.co.uk	£1000	Alex Bingham £35k
C- RS	Mary Mbema	mmbema@greenshaw.co.uk	£1000	Alex Bingham £35k
C- SCIENCE	Nilufer Haq Nic Walpole	nhaq@greenshaw.co.uk nwalpole@greenshaw.co.uk	£1000	Alex Bingham £35k
C- SOCIALSCI	Alan Gardner	agardner@greenshaw.co.uk	£1000	Alex Bingham £35k
C- TECHNOLOGY	Alex Paisley	apaisley@greenshaw.co.uk	£1000	Alex Bingham £35k
C- TEXTILES	Alex Paisley	apaisley@greenshaw.co.uk	£1000	Alex Bingham £35k
F- JACKPETCH	Sarah Richards	srichards@greenshaw.co.uk	£1000	Alex Bingham £35k
F-ENTEPRISE	Alex Bingham		£35000	Nick House
F- CHARITY	Alex Bingham		£35000	Nick House

F- ENTERPRISE	Alex Bingham		£35000	Nick House
F- GAG	Alex Bingham		£35000	Nick House
F-JACKPETCHY	Elizabeth Thomson	ethomson@greenshaw.co.uk	£1000	Alex Bingham £35k
F- LETTINGS	Alex Bingham		£35,000	Nick House
F-LAC	Alex Bingham		£35000	Nick House
F- LEARN SUPUN	Alex Bingham		£35000	Nick House
F- MYDONATE	Alex Bingham		£35000	Nick House
F- OPPBASE	Alex Bingham		£35000	Nick House
F- OTHEREFA	Alex Bingham		£35000	Nick House
F- OTHERLA	Alex Bingham	abingham@greenshaw.co.uk	£35000	Nick House
F- PE&SPORTS	Alex Bingham	abingham@greenshaw.co.uk	£35000	Nick House
F- PEOPTIONS	Alex Bingham	abingham@greenshaw.co.uk	£35000	Nick House
F- PUPILPREM	Alex Bingham	abingham@greenshaw.co.uk	£35000	Nick House
F-RESEARCH	Jo Jacobs	jjacobs@greenshaw.co.uk	£1000	Nick House
F- SEN	Alex Bingham	abingham@greenshaw.co.uk	£35000	Nick House
F- SPORTENG	Alex Bingham	abingham@greenshaw.co.uk	£35000	Nick House
Y- POST16	Lisa Buchanan	lbuchanan@greenshaw.co.uk	£1000	Alex Bingham £35k
Y- Y11	Charlie Johnson Linda Radwan	cjohnson@greenshaw.co.uk lradwan@greenshaw.co.uk	£1000	Alex Bingham £35k
Y- Y10	Jade Thompson	jthompson@greenshaw.co.uk	£1000	Alex Bingham £35k
Y- Y9	Matt Feenan	mfeenan@greenshaw.co.uk	£1000	Alex Bingham £35k
Y- Y8	Martin Clarke	mclarke@greenshaw.co.uk	£1000	Alex Bingham £35k

Y- Y7	Rachelle Blackham	rblackham@greenshaw.co.uk	£1000	Alex Bingham £35k
-------	----------------------	--	-------	-------------------------

Approved : _____

Date : _____