

# Tas Valley Church Schools Federation

## Finance Policy



|  |                       |
|--|-----------------------|
| Formally adopted by the Governing Board of:- | Tas Valley Federation |
| On:-   |                       |
| Chair of Governors:-                         | Diane Perry-Yates     |
| Last updated:-                               |                       |

| <b>A. GOVERNANCE</b>  | <b>Implemented</b> |
|---|--------------------|
| <p><u>General</u></p> <p>1 A list of all governors, their membership of committees and terms of reference thereof, is within Appendix 1. <i>(See appendix 1a of the Finance Procedure Manual (FPM) for draft terms of reference)</i></p> <p>2 The governing board meets at least once a term.</p> <p>3 The governing board has adopted the circle model of governance and meets 3 times a term. Items relating to finance are discussed at each meeting.</p> <p>4 The governing board agrees, no later than by the end of term, the dates of meetings for at least the next term.</p> <p><u>The Governors</u></p> <p>5 The governing board approves the annual budget and the associated policies, e.g. charging policy, bad debt and redundant equipment policy.</p> <p>6 The governing board is responsible for the overall direction of the school; it determines the school's spending priorities and evaluates the effectiveness of spending decisions.</p> <p><u>The Executive Headteacher</u></p> <p>7 The governors delegate responsibility for the day-to-day management of the school to the Executive Headteacher.</p> <p>8 The Executive Headteacher ensures compliance with the financial regulations in Norfolk's Scheme for Financing Schools.</p> <p>9 The Executive Headteacher ensures that sound systems of internal control are in place.</p> <p>10 The Executive Headteacher compiles draft budgets.</p> |                    |

| GOVERNANCE (continued)   | Implemented |
|--|-------------|
| <p>11 The Executive Headteacher monitors the budget monthly and supplies the governing board with monitoring information. The information for the governing board takes the form of Norfolk's budget proforma, includes committed expenditure and is accompanied by the Executive Headteacher's written commentary.</p> <p><u>The Staff</u></p> <p>12 Staff comply with financial regulations in Norfolk's Scheme for Financing Schools and any school specific requirements.</p> <p>13 Staff are responsible for any budget whose management is delegated to them.</p> <p><u>The Governing board</u></p> <p>14 Membership is determined by the governing board and reviewed annually in the <b>Summer</b> term.</p> <p>15 As set out in its' terms of reference, the governing board is responsible for:</p> <ul style="list-style-type: none"> <li>• agreeing draft budgets for the governing board's approval in time for submission to the LA by 1 May each year</li> <li>• all financial appraisals</li> <li>• forecasting numbers on roll and future budget shares</li> <li>• monitoring and adjusting in-year expenditure</li> <li>• ensuring accounts are properly closed and reviewing the outturn position</li> <li>• evaluating the effectiveness of financial decisions</li> <li>• administering voluntary funds</li> </ul> <p>16 Any review of staffing is discussed and agreed by the governing board.</p> <p><u>Expenditure Limits</u></p> <p>17 The inclusion of an item in the approved budget plan gives authority to spend, save that the Executive Headteacher seeks approval from the governing board for any individual transaction in excess of £1000</p> |             |
| GOVERNANCE (continued)   | Implemented |

18 The Executive Headteacher authorises virements up to £1000, above this amount governing board approval is sought. All virements are minuted.

#### Orders

19 Quotations are obtained or tenders sought for purchases exceeding the limits set out in Norfolk's Scheme for Financing Schools.

#### Minutes

20 Minutes are taken which record the basis for any decisions made and clearly state the decisions themselves. Draft minutes are circulated to members of the committee within one week of its meeting and are agreed and signed at its next meeting. The minutes of all committees are reported to the governing board.

#### Register of Business Interests

21 The Executive Headteacher maintains a register of business interest for governors and for staff who influence financial decisions. Currently no declarations have been made. A template register is attached at Appendix 2. *(See appendices 2 & 3 of the FPM)*

#### Key Financial Tasks

22 The governing board undertake the key financial tasks each term as outlined in the document at Appendix 3. *(See appendix 4 of the FPM)*

| <b>B. FINANCIAL PLANNING</b>   | <b>Implemented</b> |
|--|--------------------|
| <ol style="list-style-type: none"> <li>1 The school development plan includes a statement of its educational priorities to guide the planning process. The school development plan states the priorities in sufficient detail to provide the basis for constructing budget plans.</li> <li>2 There is a clear, identifiable link between the school’s annual budget and the school development plan.</li> <li>3 For each of the key issues in the school development plan, costs and other inputs are identified and budgets prepared.</li> <li>4 The school development plan is reviewed in the <b>Autumn</b> term to ensure that educational priorities are stated for the next three years and shows how the use of resources is linked to achieving the goals.</li> <li>5 The school budget is revised after the review of the development plan and resources identified within the budget to deliver the plan’s priorities</li> <li>6 The school budget is maintained for the current financial year and two further years.</li> <li>7 The budget is based on realistic estimates of all income and expenditure so that planned expenditure does not differ materially from the agreed budget.</li> <li>8 The budget and cash flow forecast are profiled in accordance with likely spending patterns.</li> <li>9 In the event of a budget surplus this is earmarked for a future specified use.</li> <li>10 A record is maintained of all ongoing commitments with explanations of any significant year-on-year changes.</li> <li>11 All new initiatives are appraised by the governing board in relation to their costs, benefits and sustainability.</li> <li>12 The main elements of the budget are fundamentally reviewed within a five-year cycle. Benchmarking information helps to identify priorities.</li> </ol> |                    |

| <b>FINANCIAL PLANNING (continued)</b>   | <b>Implemented</b> |
|---|--------------------|
| <p>13 The budget cycle is as follows:</p> <p><u>Spring Term</u></p> <ul style="list-style-type: none"> <li>• The Executive Headteacher prepares a third revision of the budget for the current year for the governing board to consider.</li> <li>• The budget revision is taken to the next meeting of the governing board for governor approval.</li> <li>• The approved budget revision is sent to the LA by 28 February.</li> <li>• A draft budget plan for the coming financial year, and two further years, is prepared by the Executive Headteacher and taken to the governing board meeting in the second half of the spring term.</li> <li>• The full governing board will carefully consider the budget plan before approving it.</li> <li>• The Executive Headteacher submits the approved budget plan to the LA by 1 May each year.</li> </ul> <p><u>Summer Term</u></p> <ul style="list-style-type: none"> <li>• The Executive Headteacher prepares a first revision of the budget for the governing board to consider. The revision takes account of the actual balance in hand or overspending for the previous financial year.</li> <li>• The budget revision is taken to the next meeting of the governing board for governor approval.</li> <li>• The approved budget revision is sent to the LA by the end of the summer term, as per Norfolk’s Scheme for Financing Schools.</li> </ul> |                    |

| <b>FINANCIAL PLANNING (continued)</b>   | <b>Implemented</b> |
|---|--------------------|
| <p><u>Autumn Term</u></p> <ul style="list-style-type: none"><li>• The Executive Headteacher prepares a second revision of the budget for the governing board to consider. The revision takes account of any changes to the school development plan, staffing adjustments and changes to the number of pupils on roll.</li><li>• The budget revision is taken to the next meeting of the governing board for governor approval.</li><li>• The approved budget revision is sent to the LA by the end of the autumn term, as per Norfolk's Scheme for Financing Schools.</li></ul> |                    |

| <b>C. BUDGET MONITORING</b>  | <b>Implemented</b> |
|--|--------------------|
| <ol style="list-style-type: none"> <li>1 The Executive Headteacher produces monthly monitoring reports, which include committed expenditure.</li> <li>2 The governing board receives the monitoring report at each meeting together with the Executive Headteacher's written report thereon. The report takes the form of Norfolk's budget monitoring proforma.</li> <li>3 The Executive Headteacher identifies and recommends to the governing board appropriate remedial action for budget variances.</li> <li>4 The Executive Headteacher recommends to the governing board how to vire any in-year underspends in excess of £1000 (The Executive Headteacher is authorised to vire amounts up to £1000)</li> <li>5 The Executive Headteacher monitors expenditure on initiatives in the school development plan.</li> <li>6 Holders of devolved departmental budgets are supplied with monthly monitoring reports. The Executive Headteacher monitors devolved budgets and agrees remedial action plans where necessary.</li> <li>7 Where appropriate, the Executive Headteacher produces monthly cash flow forecasts to ensure the school does not go overdrawn.</li> </ol> |                    |



| <b>D. PURCHASING</b>  | <b>Implemented</b> |
|---|--------------------|
| <ol style="list-style-type: none"> <li>1 All orders comply with the LA's Standing Orders for Contracts as published in Norfolk's Scheme for Financing Schools.</li> <li>2 The school demonstrates value for money through competitive tendering when appropriate or by using ESPO or other approved purchasing arrangements.</li> <li>3 Prior approval of the governors is obtained for any expenditure in excess of £1000. Orders are not artificially split to evade this limit.</li> <li>4 The school will not enter into any "finance lease" and will ensure that any lease entered into is an "operating lease". Leases will be submitted to the Finance and Business Services Team to be checked as to their type before any agreement is entered into.</li> <li>5 Three written quotations are obtained for any order whose value is estimated between £5,000 and £30,000.</li> <li>6 If a quotation other than the lowest is accepted it is reported to governors and the reasons minuted.</li> <li>7 Contract specifications will contain the following: <ul style="list-style-type: none"> <li>• contract duration</li> <li>• definitions</li> <li>• contract objectives</li> <li>• services to be provided</li> <li>• service quantity</li> <li>• service quality standards</li> <li>• contract value and payment arrangements</li> <li>• information and monitoring requirements</li> <li>• procedure for disputes</li> <li>• review and evaluation requirements</li> </ul> </li> <li>8 The official pre-numbered orders are used for all services except utilities, rent, rates, petty cash and any payments due under a loan/lease agreement. Any urgent verbal order is confirmed by a written order.</li> </ol> |                    |

| <b>PURCHASING (continued)</b>  | <b>Implemented</b> |
|--|--------------------|
| <p>9 Individuals will not use official orders to obtain goods or services for themselves.</p> <p>10 All orders are signed by an authorised signatory and the finance office maintains an up-to-date list of signatories. Authorised signatories are <a href="#">the Executive Headteacher and the two Heads of School</a>.</p> <p>11 The signatory will be satisfied that the goods or services are appropriate and necessary, that competitive tenders have been obtained where necessary and that there is sufficient budgetary provision.</p> <p>12 Each order placed is entered in the school's financial system as a commitment.</p> <p>13 The school checks goods received against the delivery note and the delivery note is checked against the invoice. The invoice is also checked against the order. Evidence of this is provided by the use of rubber stamps approved by Norfolk Audit Services. The other checks indicated on the stamps are also carried out. These checks are not done by the person who signed the order.</p> <p>14 Payment is made within the agreed time limits after certification by an approved signatory.</p> <p>15 Wherever possible, an invoice is not authorised for payment by the person who signed the order nor by the person who checked receipt of goods/services. Payment is only made against the original supplier's invoice and not on a statement.</p> |                    |

| <b>E. FINANCIAL CONTROLS</b>   | <b>Implemented</b> |
|--|--------------------|
| <ol style="list-style-type: none"> <li>1 A written description of all the school's financial systems and procedures is maintained. These are kept up to date and all appropriate staff trained in their use.</li> <li>2 The Executive Headteacher has secured contingency arrangements to ensure that financial control can be maintained in the absence of key staff. These arrangements are within the business continuity plan.</li> <li>3 The Executive Headteacher has due regard to separation of duties in organising financial duties. At least two people are involved in the completion of tasks and the work of one acts as a check on the work of the other.</li> <li>4 The school maintains proper accounting records. All transactions can be traced from accounting records to prime vouchers and all prime vouchers are traceable in the accounting records. The use of correcting fluid is not allowed. Any alterations to original documents are clearly made in ink and initialled to identify the person making the alteration.</li> <li>5 Documents relating to financial transactions are retained in line with the LA's recommendations. (<i>see appendix 5 of the finance procedure manual</i>)</li> <li>6 All records are securely stored and access allowed only to authorised staff, ie Executive Headteacher and finance staff.</li> <li>7 Where there is a requirement to account separately for earmarked funding the Executive Headteacher ensures this is done and that money is spent on its intended purpose.</li> </ol> |                    |

| <b>F. INCOME</b>   | <b>Implemented</b> |
|--|--------------------|
| <ol style="list-style-type: none"> <li>1 The full governing board approves the school's charging policy and reviews it annually. The Charging Policy is attached at Appendix 4. <i>(See appendix 10 of the FPM)</i></li> <li>2 Proper records of all income due are kept. At this time, we do not let the premises. In the event of a decision to let the premises a lettings policy would be formed and adopted.</li> <li>3 Where possible, the responsibility of identifying and recording sums due is separated from the responsibility for collecting and banking income.</li> <li>4 Official pre-numbered receipts are given for all cash collected except where a collection record card is issued to a pupil for instalment payment for a school trip. Other formal documentation is kept for other income. Receipts are kept securely and in order.</li> <li>5 Pending banking, cash and cheques are locked away in a secure place or safe, as per insurance limits.</li> <li>6 Income is banked promptly and in full. Paying-in slips show the analysis between cash and cheques and cheques are individually listed. Income is not used for making any payment or for cashing personal cheques.</li> <li>7 Income recorded in the accounts is reconciled monthly with the bank statement.</li> <li>8 Where invoices are required, they are issued within 30 days.</li> <li>9 The school sends a first reminder for any unpaid invoice after 3 weeks, a second reminder after 6 weeks and a final reminder after 9 weeks. Legal action is considered if a further 14 days lapse.</li> <li>10 Any cash transfers between staff are recorded and signed for.</li> </ol> |                    |

| <b>G. BANKING</b>  | <b>Implemented</b> |
|--|--------------------|
| <p>For official funds, the school banks with Barclays Bank for the LM account.</p> <ol style="list-style-type: none"> <li>1 Bank reconciliations are completed monthly and any discrepancies resolved.</li> <li>2 The reconciliation statement is signed by the person undertaking the reconciliation and reviewed and countersigned by someone who understands the reconciliation process.</li> <li>3 Where possible, the person completing the reconciliation is not responsible for processing receipts and payments.</li> <li>4 The school's banker has been advised that the school is not allowed to go overdrawn or negotiate overdraft facilities.</li> <li>5 The school is not allowed to enter any loan agreement except with the LA. (This does not apply to loans pre-existing at 1 April, 1999).</li> <li>6 Where the value of any cheque payment is over £500, it must be signed by two authorised signatures. Where the value of any cheque payment is less than £500, one authorised signature is acceptable, unless this relates to a staff reimbursement, in which case two authorised signatures are always required. Cheques are not pre-signed. Only manuscript signatures are allowed, i.e. not electronic or from rubber stamps.</li> <li>7 All cheques are crossed "account payee". Cheque books are stored securely when not in use.</li> </ol> |                    |

Where schools use online payments through their bank:

- 8 Headteachers must ensure that the correct staff are assigned the access rights within the banking online system that is appropriate (considering separation of duties) and ensure that these are kept up to date i.e. staff leavers.
- 9 Online user ids/cards/Pin numbers are specific to named staff and must not be shared with others.
- 10 Schools must adhere to the policies laid down by their banker in respect of online payments and ensure that the Data Protection Act is not breached in regards to holding suppliers bank information.
- 11 Each BACS (Bank Automated Credit System) payment batch is signed by an authorised signatory and supporting vouchers are made available to the signatory to safeguard against inappropriate expenditure. The BACS Creator and BACS Authoriser must not be the same person.

Each BACS payment will generate a remittance document, which will be sent to the supplier, either by post or by email, to notify them of their payment having been sent.

- 12 Any BACS batches over £1000 will be authorised by two authorisers.
- 13 A copy of the invoice for any individual BACS payment over £10,000 should be emailed to [finance.support@educatorsolutions.org.uk](mailto:finance.support@educatorsolutions.org.uk) to be checked prior to payment.

| <b>H. PAYROLL</b>  | <b>Implemented</b> |
|--|--------------------|
| <ol style="list-style-type: none"> <li>1 Personnel procedures, including appointments, promotions and terminations are supervised by the governing board.</li> <li>2 The Executive Headteacher ensures that the duties of authorising any variations to the payroll are separated from the processing of claims.</li> <li>3 The Executive Headteacher ensures that at least two people are involved in completing, checking and authorising any variations to payroll, whether temporary or permanent, and the payment of expenses.</li> <li>4 Names and specimen signatures of authorised signatories have been sent to the payroll provider who will be promptly notified of any changes.</li> <li>5 Only authorised staff are allowed access to personnel records, i.e. the Executive Headteacher, School Secretary and staff from the Central Finance function, Educator Solutions.</li> <li>6 Arrangements have been made for staff to access their own records. These are available through My Oracle.</li> <li>7 Payroll transactions are processed only through the payroll system; this includes the payment of all expenses and benefits.</li> <li>8 The Executive Headteacher maintains an up-to-date list of teachers and other staff employed at the school. This is held on the SCR and Pupil Asset and is amended, as necessary, on a monthly basis.</li> <li>9 The monthly reports on payroll transactions are checked against the school's budget working papers to ensure they match.</li> </ol> |                    |

| <b>I. PETTY CASH</b>  | <b>Implemented</b> |
|---|--------------------|
| <p>The Executive Headteacher determines the level of petty cash to be held. At this time, we do not have a petty cash reserve. In the event of this changing the following steps would be followed:</p> <ol style="list-style-type: none"> <li>1 Cash is held securely and access to it is restricted to authorised staff, i.e. Finance staff</li> <li>2 Payments from petty cash are limited to minor items.</li> <li>3 Payments from petty cash are approved by an authorised officer; they are supported by appropriate vouchers (including VAT invoice/receipt where necessary) and acknowledged by the recipient's signature.</li> <li>4 Proper records are kept of payments into or out of the funds.</li> <li>5 The petty cash fund is reconciled with the accounting records on a monthly basis. The reconciliation is reviewed and countersigned by a member of staff not involved in administering the fund.</li> <li>6 Personal cheques are not cashed from petty cash.</li> <li>7 At the end of each period the petty cash control sheet must be completed (<i>See appendix 9 of the FPM</i>).</li> </ol> |                    |



| <b>J. TAX</b>  | <b>Implemented</b> |
|--|--------------------|
| <ol style="list-style-type: none"><li>1 The Executive Headteacher ensures that all relevant staff are aware of relevant provisions concerning VAT, tax and the Construction Industry Scheme (CIS) as the LA will pass back to the school any penalties imposed on it arising from an error by the school.</li><li>2 Proper VAT invoices are obtained for all transactions involving VAT.</li><li>3 The LA's VAT manual gives details of accounting for VAT and is adhered to by the school.</li><li>4 All payments falling within CIS are made in accordance with the LA's agreed procedure.</li></ol> |                    |

| K. VOLUNTARY FUNDS   | Implemented |
|--|-------------|
| <p>For voluntary funds, the school currently banks with Santander for the School Fund accounts. It is anticipated that this fund will be moved to within the Barclays LM account from the beginning of the 2024-25 Financial Year, as recommended by the Finance Officer.</p> <ol style="list-style-type: none"> <li>1 At Preston, the School Fund Account is accounted for separately within the school's delegated budget and is held in the LM Account. At Saxlingham, the School Fund Account is currently accounted for separately within a different account.</li> <li>2 <b><i>The funds have been registered with the Charity Commission.</i></b></li> <li>3 The governors have appointed treasurers for each school fund.</li> <li>4 The governors have appointed an independent auditor who is not a member of the governing board. The Auditor is determined by the LA from Finance and Business Services, Educator Solutions. It will be insured that the same person carrying out the Central Finance function will not audit the voluntary fund.</li> <li>5 The same standards that apply to the school's delegated budget apply to the school fund except that it is kept on a receipts and payments basis rather than an income and expenditure basis.</li> <li>6 Only income unconnected with the delegated budget is credited to the fund. Any income properly belonging to the school's delegated budget is credited to the delegated budget.</li> <li>7 The Executive Headteacher presents the audited accounts together with the auditor's certificate and written report on the accounts to the governors as soon as possible after the end of the accounting year.</li> <li>8 The Executive Headteacher sends a copy of the audited accounts and auditor's certificate to the LA as soon as the governors accept them, and within 3 months of the end of the accounting year.</li> </ol> |             |

| <b>VOLUNTARY FUNDS (continued)</b>  | <b>Implemented</b> |
|---|--------------------|
| <p>9 Each school fund cheque is signed by two authorised officers. The authorised officers are:</p> <p style="padding-left: 20px;">Preston Primary School : Matthew Walker, Joanne Firman<br/>Saxlingham Nethergate Primary School: Matthew Walker, Laura Knight</p> <p>10 Where no material income has been collected, it should be banked at least weekly, wherever possible. (See section 9.3.3)</p> <p>11 All income will be receipted, unless it is below the agreed minimum. (See section 9.3.2)</p> <p>12 Bank reconciliations are carried out at least termly, but larger schools should do this monthly.</p> |                    |

| <b>L. ASSETS</b>  | <b>Implemented</b> |
|---|--------------------|
| <ol style="list-style-type: none"> <li>1 The Executive Headteacher ensures that stocks are maintained at reasonable levels and are checked physically at least once a year.</li> <li>2 An up-to-date inventory is to be maintained of all items of equipment. Those that are portable, valuable and desirable are identified as school property with security marking.</li> <li>3 The inventory is checked at least once a year. The inventory is signed as evidence of the check having been undertaken. All discrepancies are investigated and any resulting in a loss of £100 or more will be reported to the governors. Any loss exceeding £500 will be referred to the Head of Finance and Business Services Team.</li> <li>4 Whenever school property is taken off site either by pupils or staff, e.g. musical instruments/computers, they are signed for and the register noted accordingly. The register is held in the school office.</li> <li>5 The governors have approved a policy in relation to redundant equipment (<i>See appendix 7 of the FPM</i>).</li> <li>6 The safe is kept locked.</li> <li>7 The school's asset management plan is supervised by the governing board.</li> <li>8 The school maintains a Gift Register of all donations to the school, either in cash or kind.</li> </ol> |                    |

| <b>M. INSURANCE</b>   | <b>Implemented</b> |
|---|--------------------|
| <ol style="list-style-type: none"> <li>1 The school reviews all risks annually to ensure that the cover available and the sums insured are adequate. Advice is available from NCC's Risk and Insurance Manager.</li> <li>2 The governors consider whether to insure against any uncovered risks.</li> <li>3 The school will notify the LA/its insurers of any new risks or any other alterations affecting existing insurance.</li> <li>4 The school will not give any indemnity to a third party.</li> <li>5 The school will immediately advise the LA/its insurers of any accident, loss or other incident which may give rise to an insurance claim.</li> <li>6 Insurance will cover the use of school property when off the premises, e.g. musical instruments/computers. The school minibus is insured using the County Insurance Policy.</li> </ol> |                    |

| <b>N. DATA SECURITY</b>   | <b>Implemented</b> |
|---|--------------------|
| <ol style="list-style-type: none"> <li>1 Computer systems used for school management are protected by password security. Passwords are changed regularly and in the event of staff changes.</li> <li>2 All data is backed up daily via the server or One drive.</li> <li>3 The Executive Headteacher has established a business continuity plan for recovery from an emergency,</li> <li>4 Only authorised external hardware and software is installed on any school computer to safeguard against computer viruses.</li> <li>5 The governors ensure that the Data Protection Commissioner is notified in accordance with the Data Protection Act 2018, and that the school's use of any electronic or relevant manual systems to record or process personal information, and any disclosure of that information, complies with the legislation.</li> </ol> |                    |

## **Appendix 1a**

A list of current governors, including register of interests, is available via the school website: <https://tasvalley.org.uk/our-governors/>

The Terms of Reference for the Governing Board are available as a separate document.

## Appendix 2

### **Definition of Business Interests**

#### Definition of Business Interests and Pecuniary Interests

When visiting schools Norfolk Audit Services are often asked the difference between business interests and pecuniary interests and exactly who should be making what declarations.

#### **Business Interests**

A business interest is the involvement of an individual or their family members in any trade or profession, along with any direct interest they may have in any company providing goods or services to the school. For example, if a Governor runs their own building company or provides training courses for teaching staff. When making a decision about what or what not to declare, the individual should consider how they may be challenged about their decision not to disclose information.

All members of the Governing Board, the Executive Headteacher and any staff who influence financial decisions, are expected to declare any business interests that they or any family member may have. There is a template Business Interests form available as Appendix 2 in the Finance and Business Services Team, Finance Procedure Manual. A register of the business interests should be made available in the school and there should be an annual review of this register. In addition, where a Governor or member of staff has no business interests, they should complete a form saying 'No interests to declare'. New Governors or members of staff, influencing financial decisions, should be asked to complete a form on joining the Governing Board or school.

#### **Pecuniary Interests**

It is a common misconception that pecuniary interests are the same as business interests; however, pecuniary interest is a wider term. Pecuniary interests include personal financial interests, such as involvement in a trust fund or investment, as well as potential interests, for example, where a member of staff's husband is applying for a vacancy in the school or where a Staff Governor is involved in the decision over the promotion of a colleague, and where they may be a potential candidate for the post made available.

Because of the nature of these interests, they cannot only be declared annually. All members of the Governing Board and all members of staff should be made aware at Governor and staff meetings of the need to declare these interests, as they arise.



Declarations should be made in writing to the Executive Headteacher or the Chair of Governors and these should be filed in a register of pecuniary interests.

## Appendix 3

### Key Financial Tasks for Governors

| <b>SPRING TERM</b>  |  |
|---|--|
| FINANCE COMMITTEE   | GOVERNING BOARD  |
| Receive a budget control report for the current financial year, monitor, in detail, income and expenditure levels against budget, and project out-turn position.  | Receive a budget control report for the current financial year with explanatory notes - monitor income and expenditure levels against budget.  |
| Consider in detail the budget plan for the next financial year and two further years for recommendation to the full governing board, to include: <ul style="list-style-type: none"> <li>• use of Special Educational Needs funding</li> <li>• use of Pupil Premium and PE Grant</li> <li>• use of Devolved Formula Capital Grant</li> </ul> | Consider and approve the budget plan for the next financial year and two further years - to be sent to the LA by 31 <sup>st</sup> March where possible, but no later than 1 May.<br><br>Receive information, as part of the approval process, on: <ul style="list-style-type: none"> <li>• use of Special Educational Needs funding</li> <li>• use of Pupil Premium and PE Grant</li> <li>• use of Devolved Formula Capital Grant</li> </ul> |

| <b>SUMMER TERM</b>   |   |
|--|---|
| FINANCE COMMITTEE  | GOVERNING BOARD   |
| Consider, in detail, the year end position for the previous financial year.  | Receive a report on the year end position for the previous financial year, with an explanation of any variations.   |
| Receive a budget control report for the current financial year and monitor, in detail, income and expenditure levels against budget.   | Receive a budget control report for the current financial year with explanatory notes - monitor income and expenditure levels against budget.   |
| Consider in detail a budget revision for the current financial year and two further years for recommendation to the full governing board - this revision would take account of the actual balance in hand or overspending for the previous financial year. | Consider and approve a budget revision for the current financial year and two further years - this revision would take account of the actual balance in hand or overspending for the previous financial year and is to be sent to the LA by the end of the Summer Term. |

## Appendix 4

The Charging and Remissions Policy is available via our website: <https://tasvalley.org.uk/tas-valley-federation-policies/>

The school policy on charging and remission is in line with the Norfolk County Council policy.

Legislation allows schools to charge for certain activities which take place both inside and outside school hours.

During school hours, the school will charge for **vocal or instrumental tuition**, which is not part of the syllabus, part of the National Curriculum or provided to the school free of charge by the Norfolk Music Service.

Charges may be made for tuition delivered to individuals or to groups of any size, where the tuition is provided at the request of the pupil's parent.

No charge will be made in respect of a pupil who is looked after by the local authority.

The school may also charge for **ingredients and materials** for practical subjects where parents have indicated in advance that they wish to receive the finished articles.

**Travel:** The school **cannot** charge for:

- Transporting registered pupils to or from school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where arrangements have been made for pupils to be educated.
- Transport enabling a pupil to meet an examination requirement where prepared for that examination at the school.

### **Board and lodging**

The school will charge for board and lodging in all cases where a school activity involves pupils in nights away from home. The charge must not exceed the actual cost.

### **Activities outside school hours**

A charge can be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

**Residential trips** - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than 50% of the number of half days taken up by the trip.

For example: Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

The school **cannot** charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a public examination the pupil is being prepared for at the school or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school can ask parents for **voluntary contributions** towards the cost of:

- Any activity taking place during school hours
- School Equipment
- General School Funds

Children of parents unwilling or unable to contribute may not be discriminated against.

If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled.

If voluntary contributions are sought, then part of the information sent out to parents will include words equivalent to the following: *'Parents are asked to make a voluntary contribution of £X per pupil to cover the cost of XXXXXXXX. No pupil will be excluded, but if insufficient contributions are received this activity may have to be cancelled.'*

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Remission of charges – children who qualify for Free School Meals are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

## **PUPIL PREMIUM**

The Executive Headteacher will consider use of Pupil Premium funding to subsidise, or pay in full, charges that are made in line with the guidance above if doing so matches an identified need as set out in the school Pupil Premium Strategy.