



# HALL GREEN SCHOOL

## SCHEME OF DELEGATION October 2018

<b>Adopted:</b>	3 October 2018
<b>Next Review:</b>	3 October 2019
<b>Governing Committee:</b>	Full Governing Body
<b>Responsibility:</b>	Mr D Adams - Headteacher Mrs J Owen - Chair of Governing Body

## SCHEME OF DELEGATION 2018-19

<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Method</b>
Ordering goods and services	Up to £20,000	Headteacher	Minimum of 3 quotes over £10,000
	£20,001 – £50,000	Headteacher + Finance & General Purposes Committee	Minimum of 3 quotes over £10,000
	Over £ 50,001	Governing Body	Formal tendering process, including advertising in OJEU if appropriate
	Authority to accept other than the lowest tender or quotation	Finance & General Purposes Committee	
Signatories for cheques, BACS payment authorisations and other bank transfers	Any	2 signatories from - Headteacher (NB not over £ 5,000) - Deputy Head - Bursar	
Signatories for DFE grant claims and DFE returns	Any	2 signatories (or as required by DFE) from - Headteacher - Deputy Head - Bursar	
Virement of budget provisions between cost centres	Up to £30,000	Headteacher (informing F&GP retrospectively)	
	£30,001 – £50,000	Headteacher (informing F&GP in advance)	
	Over £50,001	Governing Body	
Disposal of Assets	Up to £5,000	Headteacher	
	£5,001 – £20,000	Finance and General Purposes Committee	
	Over £20,000	Full Governing Body	
Write-off bad debts	Up to £1,000	Headteacher	
	Over £1,000	Finance & General Purposes Committee	
Purchase or sale of any freehold property	Any	DFE approval required	
Granting or take up of any leasehold or tenancy agreement exceeding 3 years	Any	DFE approval required	