

Hall Green Secondary School Scheme of Delegation 2019-20

| Delegated Duty | Value | Delegated Authority | Method |
|---|---|--|--|
| 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 | |

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| 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 | |