



HALL GREEN SCHOOL

Scheme of Delegation

Adopted:	9 November 2021
Next Review:	September 2022
Governing Committee:	Full Governing Body
Responsibility:	Headteacher Chair of Governors Chief Financial Officer (Bursar)

Scheme of Delegation 2021-22

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 <ul style="list-style-type: none"> - Headteacher (NB not over £5,000) - Deputy Headteacher - CFO (Bursar) 	
Signatories for DFE grant claims and DFE returns	Any	2 signatories (or as required by DFE) from <ul style="list-style-type: none"> - Headteacher - Deputy Headteacher - CFO (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	

Glossary

BACS Bankers Automated Clearing Services

CFO Chief Financial Officer

DFE Department for Education

OJEU Official Journal of the European Union