



HALL GREEN SCHOOL

SCHEME OF DELEGATION

Adopted:	4 July 2023
Next Review:	July 2024
Governing Committee:	Full Governing Body
Responsibility:	Headteacher Chief Finance Officer (CFO)

Hall Green School Scheme of Delegation 2023-24

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	

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	
In addition to the set budget			
Draw down of reserves (within reserves policy limits)	Up to £5,000	Headteacher (informing F&GP retrospectively)	
	Over £5,000	Finance & General Purposes Committee	