

# RECORD OF FINANCIAL RESPONSIBILITY



|                               |                            |
|-------------------------------|----------------------------|
| <b>Updated by</b>             | Ellena Skoulding           |
| <b>Version Number</b>         | V2.2                       |
| <b>Date Ratified by Board</b> | 15 <sup>th</sup> July 2026 |
| <b>Review Date</b>            | Annual                     |

*This Policy is reviewed by the Finance, Resources and Audit Committee upon either a change in legislation, or as directed by the Trust Board. Minor content changes are made over the course of the Academic Year.*

|                                                                                                   |
|---------------------------------------------------------------------------------------------------|
| <b>Chair of Trust Board</b>                                                                       |
| Signature<br> |
| Print Name<br><br><b>Ruth Slater</b>                                                              |

**64 Prince of Wales Road  
Ipswich  
IP2 8PY**

**Registered England and Wales Company Number 10650092**

**Policy Updates**

| <b>Version</b> | <b>Date</b> | <b>Description of Changes</b>                                                                                                                      | <b>Initials</b> |
|----------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| V2.2           | 13/05/2026  | Added CEO approval under section 2.4 so that approvals can still happen if CFOO absent.<br>Updated HH Office Manager name.                         | ES              |
| V2.3           | 9/7/2026    | Update the threshold for best value comparison from £1000 to £6000.<br><br>Update the threshold for three competitive quotes from £6000 to £15,000 | AHR             |
|                |             |                                                                                                                                                    |                 |
|                |             |                                                                                                                                                    |                 |
|                |             |                                                                                                                                                    |                 |
|                |             |                                                                                                                                                    |                 |
|                |             |                                                                                                                                                    |                 |
|                |             |                                                                                                                                                    |                 |

## Contents

|       |                                                          |    |
|-------|----------------------------------------------------------|----|
| 1     | Trustee Responsibilities .....                           | 3  |
| 1.1   | Value for Money .....                                    | 3  |
| 1.2   | Pecuniary Interest.....                                  | 3  |
| 1.3   | Record of Financial Responsibility (RoFR) .....          | 3  |
| 2     | Orwell MAT Trust Limits and Financial Arrangements ..... | 3  |
| 2.1   | Procurement/Leasing/Contractual Arrangements.....        | 3  |
| 2.2   | Payments & Income.....                                   | 5  |
| 2.2.1 | Payments – Petty Cash .....                              | 5  |
| 2.2.2 | Payments – Payment Cards .....                           | 5  |
| 2.2.3 | Income - Cash and Insurance .....                        | 6  |
| 2.2.4 | Cash Purchases for 2 <sup>nd</sup> hand items .....      | 6  |
| 2.3   | Trust Certifying Officers.....                           | 6  |
| 2.4   | Financial Management Delegation Arrangements.....        | 7  |
| 2.5   | Financial Reporting:.....                                | 8  |
| 2.6   | Internal Budgets Delegation Arrangements .....           | 9  |
| 2.7   | Academy Certifying Officers .....                        | 9  |
| 2.7.1 | BROOKLANDS PRIMARY .....                                 | 9  |
| 2.7.3 | GRANGE PRIMARY SCHOOL.....                               | 10 |
| 2.7.4 | HALIFAX PRIMARY .....                                    | 10 |
| 2.7.5 | HANDFORD HALL.....                                       | 11 |
| 2.7.6 | SPRINGFIELD INFANTS .....                                | 11 |
| 2.7.7 | THE WILLOWS.....                                         | 12 |
| 2.8   | Internal Budgets Delegation Arrangements .....           | 12 |
| 2.8.1 | HANDFORD HALL.....                                       | 12 |
| 2.8.2 | SPRINGFIELD INFANTS .....                                | 13 |
|       | Appendix 1:.....                                         | 14 |

## 1 Trustee Responsibilities

Trustees are responsible for making decisions regarding how to secure best value for money and delegation arrangements. This requires governors to act in the best interests of the academy in line with the Nolan Committee's [Seven Principles of Public Life](#):

**Selflessness:** No financial gain or other material benefits for self/family

**Integrity:** Independent of outside influence

**Objectivity:** Decisions made on merit

**Accountability:** Accountable for decisions/actions to the public

**Openness:** Open about decisions and actions taken wherever possible

**Honesty:** Declare private interests, resolve conflicts to protect public interest

**Leadership:** Promote and support principles by leadership and example

### 1.1 Value for Money

Accounting officers are personally responsible and publicly accountable for achieving the best value for money in their organisation.

Value for Money (VFM) is not necessarily about the lowest price, it's about getting the right balance between quality and cost and a widely accepted definition of VFM refers to three elements:

**Economy:** Minimising the costs of resources used

**Efficiency:** Relationship between outputs and the resources used to produce them

**Effectiveness:** Extent to which objectives have been achieved

It is therefore essential that minutes of governor meetings accurately reflect the discussions and decisions relating to securing value for money for the academy and that the academy retains all related documents to demonstrate that all actions have been to safeguard public funds and in the best interests of the pupils.

### 1.2 Pecuniary Interest

The General Interests Register should contain up-to-date Pecuniary Interest declarations from all governors and senior staff employed at the academy. The Specific Events Register should also be completed where appropriate. Guidance on disclosing pecuniary interests and maintaining registers is available in the Academies Financial Handbook.

### 1.3 Record of Financial Responsibility (RoFR)

- The RoFR should be reviewed by the full Trust Board on an annual basis and its approval recorded in the minutes of the meeting.
- **Please refer to the Orwell MAT structure chart for position names**

## 2 Orwell MAT Trust Limits and Financial Arrangements

The following arrangements defined in this section are applicable to all academies within the trust.

### 2.1 Procurement/Leasing/Contractual Arrangements

There is a range of guidance available on public sector procurement requirements including annex 4.4 of HM Treasury's Managing Public Money and the DfE's guidance Buying Goods & Services – Schools. Risks should be assessed prior to the CFOO taking a decision on each contract (including leases, staffing contracts and those of no monetary value).

Head teachers must provide the CFOO/CEO with an explanation where a contract has been entered without prior approval; CFOO/CEO must then consider and approve this explanation and refer to the

Trust Board if necessary. Contracts should be reviewed regularly to confirm that value for money continues to apply.

Poor procurement and contractual decisions and a failure to comply with procurement/employment legislation could result in legal challenges from suppliers, employees, contracts being cancelled and financial penalties which can be costly, time-consuming and impact on your academy's reputation and confidence in the Trust Board.

| <b>Expenditure limits (Purchases – excludes Contracts and Lease arrangements)</b>                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>£0 - £1,000</b>                                                                                                                                                                                                 | Office Managers/deputy & assistant heads as devolved on an individual school basis                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>£1,001 – £6,000</b>                                                                                                                                                                                             | Headteachers                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>£6,001 - £50,000</b>                                                                                                                                                                                            | Chief Finance Officer (CFOO) or Chief Executive Officer (CEO)                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>£50,001+</b>                                                                                                                                                                                                    | Finance, Resources and Audit Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Following quotes being obtained if the value of the agreement changes by 5% or greater of the total order value or takes the expenditure over £50,000 approval must first be obtained from the CFOO or CEO.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>All Contracts and Lease agreements must be approved by the CFOO regardless of value</b>                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Value above which price comparisons must be obtain:</b>                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>£6,000 per Academy within the Trust</b>                                                                                                                                                                         | The Trust recommends that price comparison should be obtained for any purchases above £6,000 to ensure best value                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Value above which three competitive quotations must be sought:</b>                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>£15,000 Net per Academy within the Trust</b>                                                                                                                                                                    | Each individual transaction value should not exceed the value set without obtaining three quotations. Exceptions may apply if there are less than three companies capable of providing the required goods or services and a record must be kept of who was been approach to quote and their responses. In exceptional circumstances the CEO and CFOO can jointly approve an individual transaction purchase without 3 new quotes. This must however be reported at the next FRA meeting. |
| <b>Responsibility for approval of purchasing and contracts over the quotation threshold:</b>                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>£6,001 - £50,000</b>                                                                                                                                                                                            | Chief Finance Officer / Chief Executive Officer                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>£50,001 –Threshold</b>                                                                                                                                                                                          | Trust Finance, Resources and Audit Committee                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Value above which full competitive tendering arrangements must be applied for and responsibility for approval:</b>                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|                                                                                                                                                                                  |                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Above Thresholds: £214,904</b><br>Goods & Services<br>£663,540 Social & other specific services<br>£5,372,609 Works<br><i>Note: the above thresholds are inclusive of VAT</i> | Full Trust Board                                                                                                     |
| <b>CIF bids and invoices</b>                                                                                                                                                     |                                                                                                                      |
| Projects, management company, and Trust contribution levels                                                                                                                      | Trust Finance, Resource and Audit Committee                                                                          |
| Invoices for works of any value (including above £50,000)                                                                                                                        | Approved by CFOO/CEO as long as whole project approved by FRA and invoices are consistent with the approved CIF bid. |

## 2.2 Payments & Income

### 2.2.1 Payments – Petty Cash

Note: This is not currently in use within OMAT schools

| <b>Maximum Petty Cash Held On-Site (In-Hand):</b> | <b>Maximum Individual Payment:</b> |
|---------------------------------------------------|------------------------------------|
| <b>£250</b>                                       | <b>£25</b>                         |

### 2.2.2 Payments – Payment Cards

| <b>School</b>                          | <b>Single Transaction Limit</b>           | <b>Monthly Limit</b>                        |
|----------------------------------------|-------------------------------------------|---------------------------------------------|
| <b>Handford Hall</b>                   | £5,000 Headteacher<br>£500 Office Manager | £5,000 Headteacher<br>£1,000 Office Manager |
| <b>Halifax</b>                         | £5,000 Headteacher<br>£500 Office Manager | £5,000 Headteacher<br>£1,000 Office Manager |
| <b>Springfield Infants and Nursery</b> | £5,000 Headteacher<br>£500 Office Manager | £5,000 Headteacher<br>£1,000 Office Manager |
| <b>The Willows</b>                     | £5,000 Headteacher<br>£500 Office Manager | £5,000 Headteacher<br>£1,000 Office Manager |
| <b>Brooklands</b>                      | £5,000 Headteacher<br>£500 Office Manager | £5,000 Headteacher<br>£1,000 Office Manager |
| <b>Grange</b>                          | £5,000 Headteacher<br>£500 Office Manager | £5,000 Headteacher<br>£1,000 Office Manager |
| <b>Grace Cook</b>                      | £5,000 Headteacher                        | £5,000 Headteacher                          |

|                     |                  |                 |
|---------------------|------------------|-----------------|
| <b>Central Team</b> | £5,000 CEO/ CFOO | £5,000 CEO/ CFO |
|---------------------|------------------|-----------------|

Where a purchase requisition is raised and approved no further approval is required providing the purchase order and invoice information match the requisition or has a variance of less than £10. Where any variances occur per transaction in excess of £10 further approval will be required by the authorising officer prior to order/payment.

### 2.2.3 Income - Cash and Insurance

| Limit above which receipts must be issued for cash received: |                                |                                 |
|--------------------------------------------------------------|--------------------------------|---------------------------------|
| <b>£30</b>                                                   |                                |                                 |
| Insurance Limits:<br>Cash                                    | Insurance Limits:<br>Cheques   | Insurance Limits:<br>In Transit |
| <b>£5,000</b>                                                | <i>Cheques are not covered</i> | <b>£5,000</b>                   |

### 2.2.4 Cash Purchases for 2<sup>nd</sup> hand items

| Maximum Amount from one seller/transaction | Conditions                                                                                                                                                                                                                                    |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>£30</b>                                 | Signed in advance of purchase by HT/OM<br>HT/OM responsible for suitability check prior to purchase for H&S. No electrical items<br>Receipts must be obtained, or screen shot of item on Facebook Market place printed showing item and price |

## 2.3 Trust Certifying Officers

| Name                  | Document Type(s)<br>(e.g. Orders / Invoices / Petty Cash / Pay Documents / Lettings) | Individual Transaction Limit                                                            |
|-----------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| CEO                   | All<br>BACs approval – any 2 of 3 approvers<br>Approval of Trust payroll             | £ 50,000<br>Over £100,000 in 3 day period<br>With either CFOO/TFM                       |
| CFOO                  | All<br>BACs approval – any 2 of 3 approvers<br>Approval of Trust Payroll             | £ 50,000<br>Below £100,00 in 3 day period<br>Requires CEO as 2 <sup>nd</sup> authoriser |
| Trust Finance Manager | BACs approval – any 2 of 3 approvers<br>Approval of Trust Payroll                    | Below £100,000 in 3 day period<br>Requires CEO as 2 <sup>nd</sup> authoriser            |
| Trustee               | Approval of Trust Payroll                                                            | In the absence of CEO, payroll to be approved by 3 people CFOO, TFM & Trustee           |

|                      |                               |        |
|----------------------|-------------------------------|--------|
| Chair of Board / CEO | CFOO pay documents / expenses | £5,000 |
| Chair of Board       | CEO pay documents / expenses  | £5,000 |

## 2.4 Financial Management Delegation Arrangements

| Approval of the Annual Budget:               |                                                                                                                                            |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Trust Board                                  |                                                                                                                                            |
| Virements Approval per school                |                                                                                                                                            |
| Above £5,000                                 | Finance, Resources and Audit ** under exceptional circumstances the CEO can approve staffing recruitment over this limit and report to FRA |
| Below £5,000                                 | CFOO / CEO                                                                                                                                 |
| Additional Hours, Supply, Expenses, Overtime |                                                                                                                                            |
| Over £5,000                                  | CFOO / CEO                                                                                                                                 |
| Below £5,000                                 | Headteacher<br>Deputy/Assistant Head in Headteachers Absence                                                                               |
| Debt Write-Off                               |                                                                                                                                            |
| Above £5,000                                 | Finance Resources and Audit                                                                                                                |
| £500-£5,000                                  | CFOO / CEO                                                                                                                                 |
| Below £500                                   | Headteacher                                                                                                                                |

| Disposal of Equipment         |                              |
|-------------------------------|------------------------------|
| Over £500                     | Finance, Resources and Audit |
| £100-£500                     | CFOO / CEO                   |
| Under £100                    | Headteacher                  |
| Inventory Check Discrepancies |                              |
| Over £500                     | Finance, Resources and Audit |
| Under £500                    | Local Governing Committees   |



## 2.5 Financial Reporting:

Trustees and Governors are required to consider and approve reports, with copies being retained in the minute book.

|                           | Monthly                                                                                                                          | Termly                                                                                                            | Annually                                                                                                                                                  |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Full Trust Board          | Trust Level budget monitoring report<br>Cash flow Report                                                                         | Budget Monitoring Report for each academy & for the Trust [inc. written commentary]                               | Budget Forecast Statement<br>Annual Report & Accounts<br>Academies Accounts Return [AAR]                                                                  |
| Finance Committee         | Trust Level budget monitoring report<br>Cash flow Report                                                                         | Capital Expenditure Report<br>Budget Monitoring Report for each academy & for the Trust [inc. written commentary] | Budget Forecast Statement<br>Annual Report & Accounts<br>Academies Accounts Return [AAR]<br>Cash flow Forecast Statement<br>Teacher's Pension Fund report |
| CEO                       | Report by Cost Centre<br>Budget Monitoring Report for each academy & for the trust [inc. written commentary]<br>Cash flow Report | none                                                                                                              | none                                                                                                                                                      |
| Local Governing Committee | none                                                                                                                             | Budget Monitoring Report<br>Written Commentary<br>Capital Expenditure Report<br>Mid-Year Budget Review            | Budget Plan<br>Outturn Statement                                                                                                                          |
| Head                      | Budget Monitoring Report for individual academy                                                                                  | none                                                                                                              | none                                                                                                                                                      |
| Budget Holder             | none                                                                                                                             | Cost Centre budget report [half-termly]                                                                           | none                                                                                                                                                      |

## 2.6 Internal Budgets Delegation Arrangements

Budget Holders are authorised to raise requisitions up to the individual transaction limit, subject to available funds within the cost centre. Transactions exceeding the individual transaction limit or

available funds within the cost centre should be referred to the Headteacher (or authorized deputy). The exact arrangements at each academy are defined in the academy specific sections below.

## 2.7 Academy Certifying Officers

### 2.7.1 BROOKLANDS PRIMARY

| Name                                                | Document Type(s)<br>(e.g. Orders / Invoices / Petty Cash / Pay Documents / Lettings) | Individual Transaction Limit                                                                         |
|-----------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| CFOO Hannah Barber / CEO<br>Alastair Heath-Robinson | All                                                                                  | <b>£50,000</b>                                                                                       |
| Headteacher – Christine Davy                        | Orders, invoices, cheque, pay documents, lettings                                    | <b>£6,000</b><br>Plus individual invoices over this limit within a preapproved contract (Appendix 1) |
| Mike Waddell – Deputy Headteacher                   | Orders, invoices, cheque, pay documents, lettings                                    | <b>£1,000</b>                                                                                        |
| Katie Donovan - Office Manager                      | Orders & Invoices                                                                    | <b>£1,000</b>                                                                                        |
| Christine Davy - Headteacher / CFO                  | Certifying SBM expenses & reimbursements                                             |                                                                                                      |
| CEO – Alastair Heath-Robinson                       | Certifying Headteacher expenses & reimbursements                                     |                                                                                                      |

### 2.7.2 GRACE COOK PRIMARY AND NURSERY SCHOOL

| Name                                                | Document Type(s)<br>(e.g. Orders / Invoices / Petty Cash / Pay Documents / Lettings) | Individual Transaction Limit                                                                         |
|-----------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| CFOO Hannah Barber / CEO<br>Alastair Heath-Robinson | All                                                                                  | <b>£50,000</b>                                                                                       |
| Headteacher – Lisa Mayes                            | Orders, invoices, cheque, pay documents, lettings                                    | <b>£6,000</b><br>Plus individual invoices over this limit within a preapproved contract (Appendix 1) |
| Vacancy - Office Manager                            | Orders & Invoices                                                                    | <b>£1,000</b>                                                                                        |
| Lisa Mayes – Headteacher / CFOO Hannah Barber       | Certifying Office Manager expenses & reimbursements                                  |                                                                                                      |
| CEO – Alastair Heath-Robinson                       | Certifying Headteacher expenses & reimbursements                                     |                                                                                                      |

### 2.7.3 GRANGE PRIMARY SCHOOL

| Name                                                           | Document Type(s)<br>(e.g. Orders / Invoices / Petty Cash / Pay Documents / Lettings) | Individual Transaction Limit                                                                         |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| CFOO Hannah Barber / CEO Alastair Heath-Robinson               | All                                                                                  | <b>£50,000</b>                                                                                       |
| Headteacher – Gemma Havord/ Nicola Johnson                     | Requisitions, Orders, Invoices, Pay documents, Lettings                              | <b>£6,000</b><br>Plus individual invoices over this limit within a preapproved contract (Appendix 1) |
| Office Manager – Julie Abbott                                  | Orders, invoices, cheque, lettings                                                   | <b>£1,000</b>                                                                                        |
| Gemma Havord/ Nicola Johnson –Headteacher / CFOO Hannah Barber | Certifying Office Manager expenses & reimbursements                                  |                                                                                                      |
| CEO – Alastair Heath-Robinson                                  | Certifying Headteacher expenses & reimbursements                                     |                                                                                                      |

### 2.7.4 HALIFAX PRIMARY

| Name                                               | Document Type(s)<br>(e.g. Orders / Invoices / Petty Cash / Pay Documents / Lettings) | Individual Transaction Limit                                                                         |
|----------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| CFOO Hannah Barber / CEO – Alastair Heath-Robinson | All                                                                                  | <b>£50,000</b>                                                                                       |
| Headteacher – Kelly Landers                        | All                                                                                  | <b>£6,000</b><br>Plus individual invoices over this limit within a preapproved contract (Appendix 1) |
| Office Manager – Gemma Mann                        | Orders, Invoices, Lettings & Purchasing Card                                         | <b>£1,000</b>                                                                                        |
| Headteacher – Kelly Landers / CFOO Hannah Barber   | Certifying SBM expenses & reimbursements                                             |                                                                                                      |
| CEO – Alastair Heath-Robinson                      | Certifying Headteacher expenses & reimbursements                                     |                                                                                                      |

### 2.7.5 HANDFORD HALL

| Name                                               | Document Type(s)<br>(e.g. Orders / Invoices / Petty Cash / Pay Documents / Lettings) | Individual Transaction Limit                                                                         |
|----------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| CFOO Hannah Barber / CEO Alastair Heath-Robinson   | All                                                                                  | <b>£50,000</b>                                                                                       |
| Headteacher – Katarzyna Blake                      | All                                                                                  | <b>£6,000</b><br>Plus individual invoices over this limit within a preapproved contract (Appendix 1) |
| Deputy Headteacher – Helen Caston                  | All                                                                                  | <b>£5,000</b>                                                                                        |
| Office Manager – Rachel Buckle                     | Orders/Invoices                                                                      | <b>£1,000</b>                                                                                        |
| Assistant Headteacher – Lucy Hilton                | All                                                                                  | <b>£1,000</b>                                                                                        |
| Headteacher – Katarzyna Blake / CFOO Hannah Barber | Certifying Office Manager expenses & reimbursements                                  |                                                                                                      |
| CEO – Alastair Heath-Robinson                      | Certifying Headteacher expenses & reimbursements                                     |                                                                                                      |

### 2.7.6 SPRINGFIELD INFANTS

| Name                                             | Document Type(s)<br>(e.g. Orders / Invoices / Petty Cash / Pay Documents / Lettings) | Individual Transaction Limit                                                                         |
|--------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| CFOO Hannah Barber / CEO Alastair Heath-Robinson | All                                                                                  | <b>£50,000</b>                                                                                       |
| Headteacher – Gail Phillips                      | Orders/Invoices/Petty Cash/Pay Documents/Lettings                                    | <b>£6,000</b><br>Plus individual invoices over this limit within a preapproved contract (Appendix 1) |
| Deputy Headteacher – Katie Beckinsale            | Orders/Invoices/Petty Cash/Pay Documents/Lettings                                    | <b>£1,000</b>                                                                                        |
| Office Manager – Louise Moss                     | Orders/Invoices                                                                      | <b>£1,000</b>                                                                                        |
| Headteacher – Gail Phillips / CFOO Hannah Barber | Certifying SBM expenses & reimbursements                                             |                                                                                                      |
| CEO – Alastair Heath-Robinson                    | Certifying Headteacher expenses & reimbursements                                     |                                                                                                      |

### 2.7.7 THE WILLOWS

| Name                                               | Document Type(s)<br>(e.g. Orders / Invoices / Petty Cash / Pay Documents / Lettings) | Individual Transaction Limit                                                                         |
|----------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| CFOO Hannah Barber /CEO<br>Alastair Heath-Robinson | All                                                                                  | <b>£50,000</b>                                                                                       |
| Headteacher – Kelly Head                           | Orders, invoices, cheque, pay documents, lettings                                    | <b>£6,000</b><br>Plus individual invoices over this limit within a preapproved contract (Appendix 1) |
| Office Manager – Nikki Batley                      | Orders/Invoices                                                                      | <b>£1,000</b>                                                                                        |
| Head Teacher – Kelly Head /<br>CFOO Hannah Barber  | Certifying SBM expenses & reimbursements                                             |                                                                                                      |
| CEO – Alastair Heath-Robinson                      | Certifying Headteacher expenses & reimbursements                                     |                                                                                                      |

## 2.8 Internal Budgets Delegation Arrangements

Where no internal budget delegation is specified below the headteacher retains responsibility for monitoring of all budgets within their school

### 2.8.1 HANDFORD HALL

| Delegated Budget/ Cost Centre | Responsibility for Monitoring |
|-------------------------------|-------------------------------|
| Foundation curriculum         | Mrs C Cabras                  |
| Supplies - KS1 curriculum     | Mrs C Cabras                  |
| Supplies - KS2 curriculum     | Miss L Bodkin                 |
| Upper KS2 curriculum          | Miss M Worley                 |
| Bids/Order requests           | SMT                           |

### 2.8.2 SPRINGFIELD INFANTS

| Delegated Budget /Cost Centre | Responsibility for Monitoring |
|-------------------------------|-------------------------------|
| Curriculum Budget             | Gail Phillips                 |
| Maths and Year 2              | Katie Beckinsale              |
| English, Year 1 and CPD       | Gail Phillips                 |
| Science and EYFS              | Sue Wesson                    |

|                     |                  |
|---------------------|------------------|
| Special Needs       | Vivienne Proctor |
| Bids/Order requests | SMT & OM         |

## Appendix 1:

Preapproved contracts which allow authority for headteachers to sign invoices over £5,000 include:

- Catering Service
- Cleaning Service
- Premises Core Package
- Grounds Service

**This does not include works in addition to the standard contract value.**