



Cranborne Middle School

Delegation of Financial Powers to Headteacher

2023-2024

Headteacher – Mr Richard Stevens

Assistant Headteachers – Mr Simon Gillott & Mrs Andrea Williams

Review Date:	Reviewed by:	Approved by F&P Committee	Next Review Due:
November 2023	Finance Officer & Headteacher	Date: 27.11.23	November 2024

Dorset Council's Scheme for Financing Schools requires that Governing Bodies consider the extent to which they wish to delegate financial powers to the Headteacher.

It is recommended that Governing Bodies give Headteachers delegated power to spend within budget headings set by the Governing Body. Expenditure should not be incurred where there is no budgetary provision.

- The Governing Body delegates authority of all virements to the Headteacher. The Finance Officer must document and exhibit all virements to the Governors at every meeting.
- The Governing Body delegates approval for spending within all budget headings to the Headteacher. Expenditure should not be incurred where there is no budgetary provision.
- The Headteacher must follow the 'Cranborne Middle School Value For Money' policy for any purchases over £5,000. The 'Value For Money Checklist' must be reviewed by the Governors prior to any spend over £5,000 being authorised. If a decision is required before the Governors are scheduled to meet, the Headteacher can review the spend with the Finance Governor off cycle. The Finance Governor will then advise the Governors of the decision post fact at the next scheduled meeting.
- The school budget will be approved annually by the Governors prior to submission to Dorset Council. The school budget will be presented to the full governing body after approval by the Finance and Premises Committee.

This policy will be reviewed annually by Governors.