

## **Wood Green Academy Scheme of Delegation**

### **Finance, Audit, Premises and Safety Sub Committee**

#### **1.0 General Statement**

1. The Governing Body has a responsibility to ensure the financial affairs of the Academy are conducted in an efficient and effective manner in line with the Funding Agreement and the Academy Trust Handbook.
2. The Governing Body delegates financial scrutiny and oversight to the Finance, Audit, Premises and Safety Sub Committee (the Finance Committee) to support the board in maintaining the Trust as a going concern.
3. The Headteacher is the Academy's Accounting Officer and is responsible to the Governing Body for ensuring regularity and propriety and value for money, (economic, effective and efficient use of resources)
4. The Chief Finance Officer is responsible for leading the finance function and reporting to the Finance Sub Committee.

#### **2.0 Review**

1. The Finance, Audit, Premises and Safety Sub Committee of the Governing Body (Finance Committee) may review and propose alteration(s) to this Scheme of Delegation. Any alterations must be approved at a meeting of the Governing Body.
2. A review of this Scheme of Delegation might be informed by: the statutory audit; Responsible Officer reports; DfE, Audit or Charity Commission guidance; the Academy Trust Handbook or following a review of internal control or an investigation.

#### **3.0 The Finance Committee**

1. The Finance Committee will:

#### **3.1 Frequency of Meetings**

1. Agree the number of committee meetings which take place in an academic year, (excluding any extraordinary meetings), meeting at least termly in **February, November and July**. Note: In addition the Governing Body will convene to approve the school budget in **March** and for the purposes of the Annual General Meeting.

#### **3.2 Academy Bank Accounts**

1. Ensure the Academy's bank account(s) are administered in line with the Academy's Financial Regulations, including the approval of any alterations to the Bank Account Mandate and signatories to the account(s) which should be approved by the Governing Body, (Appendix A).

### **3.3 Annual Budget and Monitoring**

1. Assess the financial progress towards achieving the objectives detailed in the budget through the management accounts.
2. Monitor the financial performance and position of the Academy through financial statements, reports and management accounts.
3. Review the structure of financial reports that the committee requires to carry out its responsibilities effectively:
  - i. A summary of the Academy's income and expenditure with figures in £000s outlining the year to date position, (budget, actual and variance), and the year end forecast, (budget, actual and variance)
  - ii. Capital expenditure
  - iii. Balance sheet
  - iv. Investment Report
  - v. Cash Flow Forecast

### **3.4 Audit and Internal Control**

1. Review and recommend the need for a separate audit sub-committee of the Governing Body.
2. Ensure that there are sufficient and suitable internal audit controls
3. Receive and consider the school's fraud indicators checklist and monitor progress against any subsequent action plan.
4. Consider the nature and scope of work carried out by the Responsible Officer and Company Auditors, to approve their appointment and to consider reports from them.
5. Approve the Academy's Corporate Risk Assessment
6. Review the Accounting Officer's annual Value for Money statement
7. Consider and approve, if supported, any special exemptions and orders above the Headteacher's / Chief Finance Officer's threshold.

### **3.5 Company Financial Statements**

1. Consider and recommend acceptance of the Financial Statements and Audit Report to the Governing Body in advance of the Annual General Meeting.
2. Approve the Academy's accounting policies, (Financial Statements).

### **3.6 Control of Expenditure, Income and Stock.**

1. Approve, amend or reject the financial implications of any decision made by any other sub-committee of the Governing Body.
2. Review the arrangements for authorised spending limits and orders detailed in Appendix A.
3. Approve standing order limits and arrangement detailed in Appendix B.
4. Approve arrangements for Preferred Suppliers detailed in Appendix C and Preferred Suppliers listed in Appendix D.
5. Approve special exemptions to Standing Orders on the following basis:
  - a. Purchase made at a sale or auction
  - b. Work of art
  - c. Work of a specialised nature
  - d. Work, products or services carried out by sole supplier
6. Ensure stock control system are in place as necessary and approve disposal of surplus stock (delegated to Head Teacher with Chairs approval).

### **3.7 Lettings**

1. Approve the letting policy and review the charges for hire and conditions of use.
2. Prepare a scale of charges for Academy activities (Appendix E) and including for school meals.

### **3.8 Premises, Health & Safety and Other**

1. To receive, review and approve the Premises Plan in line with Good Estate and Safety Management outlined in the Academy Trust Handbook

2. To receive and consider external reviews and surveys of the school estate and Health and Safety and, so far as is reasonably practicable, make adequate provision for works required in the Premises Plan and school budget.
3. To receive and approve external reviews of General Data Protection Regulations.
4. To liaise with and receive reports from the Staffing, Achievement and Standards and other committees as required, and to make recommendations to those committees / the Governing Body about the financial aspects of matters being considered by them.
5. Any item referred by the Governing Body.

## **Appendix A**

### **1. Signatories on the Academy bank accounts, (For the Mandate):**

- James Topham, (Headteacher).
- Peter Hesslegrave, (Chief Finance Officer).
- Kathryn Houldey (Finance and Office Manager)

### **2. Authorised Spending Limits**

- Orders up to £2,500 by Budget Holder and Finance/Officer Manager and/or Chief Finance Officer
- Orders up to £10,000 by Chief Finance Officer or Headteacher.
- Orders above £10,000 at a meeting of the Finance Sub Committee or the Governing Body, or as a Chair's action, (By the Chair of Finance or the Chair of Governors). All appropriate Chair's actions are reported at the next meeting of the Finance Sub Committee or Full Governing Body.
- Capital expenditure above £10,000 to be approved following receipt of professional advice as necessary.
- Contract specification to be defined for orders above £40,000 and such orders to be advertised for tender. Specification and purchasing decision to be approved by the Finance Committee.

### **3. Arrangements for Official Orders**

- Official Orders authorised, (Signed for), by Finance/Office Manager (or Chief Finance Officer in her absence).
- Invoices authorised for payment by two members of staff working together from: Chief Finance Officer, Finance/Office Manager, Deputy Office Manager, Finance Assistant and the Finance Secretary.

### **4. Multiple Small, ('Split') Orders, (with the same supplier)**

- Multiple small orders must not be made to bypass authorised spending limits.
- Arrangements for the identifying and remedying potential repeat orders include:
  - Control of the purchase ledger Finance Assistant
  - Control of the official orders, (Finance/Office Manager & Chief Finance Officer)
  - Control of cheque / BACS payments, (Headteacher, Chief Finance Officer, Finance/Office Manager and Deputy Office Manager)

- Day to day support of the Academy's financial regulations and procedures, (Headteacher, Chief Finance Officer and Finance/Office Manager)

## **Appendix B, (Standing Order Limits – When Frameworks and Preferred Suppliers are not used)**

| <b>Evidence required to demonstrate best value:</b>   | <b>Limits</b>   |
|---|-----------------|
| Budget holders use professional judgement to decide if the purchase represents best value in terms of the expenditure of public monies.   | <£2,500         |
| 3 verbal quotes are required to evidence that best value is being achieved, (Recorded in writing on the reverse of the requisition form)*   | £2,501-£4,999   |
| 3 written quotes are required to evidence that best value is being achieved, (A specification may be required before an order is placed – Budget holders to liaise with Chief Finance Officer)* Written quotations must be in the form of a letter or an email from potential suppliers returned to the budget holder and / or Chief Finance Officer. | £5,000-£9,999   |
| 3 formal written quotes; it is likely that a formal specification will be required before the order is placed, (to be agreed with Chief Finance Officer). Written quotations from potential suppliers must be in the form of a letter returned by post to Chief Finance Officer.  | £10,000-£39,999 |
| Tender, (The Chief Finance Officer will administer in line with the Academy's financial regulations).   | £40,000+        |

\*Note: The lowest price will normally be accepted, (within the context of value for money). The Finance Sub Committee or Chair of Governors must approve any occasion when the lowest price is not accepted. Legal advice may be required before any such decision is reached.

## **Appendix C, Preferred Suppliers and Frameworks**

### **Frameworks**

1. The Academy buys into a SLA with Sandwell Property Care, (SPC), which provides statutory premises services and a reactive Help Desk / one stop shop.
2. The Academy may procure goods and services through Crown Purchasing Consortium (CPC) and Sandwell MBC / SPC or other Frameworks which may include ESPO, (Eastern Shires Purchasing Consortium). These frameworks help ensure value for money and may negate the need to tenders and formal quotes.

### **Preferred Suppliers**

1. Preferred suppliers are proposed and appointed having: 1) won a competitive tender or quotation and completed works to the required standard or 2) having been a framework supplier, (CPC, SPC or Sandwell MBC).
2. Preferred Suppliers are appointed for a period of 3 years subject to ongoing review of works. Preferred suppliers are required to provide a quotation for works before an order is placed; competitive quotes, however, may not be sought. Preferred Suppliers may not be the only supplier that the Academy contracts.
3. Order limits for the use of Preferred Suppliers
  - a. <£2,500: Budget holder
  - b. £2,501 - £9,999: Headteacher or Chief Finance Officer
  - c. £10,000 and over: Governing Body, Finance Sub Committee or Chair's Action



## **Appendix D, Preferred Suppliers for the period 1/11/2023 to 31/10/2026**

### **Electrical**

Hill Interior - Shipley Weston  
Summit Electrical

### **Plumbing**

None

### **Heating and Gas**

DK Heating  
AP Mechanical

### **General Building**

Hill Interior  
GM Sykes

### **Flooring**

Hill Interior  
Darlaston Carpets

### **Grounds / Trees**

Parkway  
Midlands Forestry

### **Tarmac and Line Marking**

Parade

### **Roofing**

Woodhull Roofing

### **Asbestos**

Insulation Contracting Services  
Bradley Environmental

### **Gates**

Allum Gates

### **CCTV and Security**

Unite  
Sitewatch  
Clearway

### **Windows and Glass**

Central Glazing  
Fairfax Windows (via Hill Interior)

**Blinds**

Paramount Blinds

**Drainage**

Action Drains

Metro Rod

**Plant Hire**

HSS Hire

Speedy Hire

Chase Plant Hire

**For information: Sandwell Property Care, (Framework)****General**

Help Desk

Statutory premises safety checks.

Professional support and consultancy eg: specifications

**Doors**

Dorwingear

**Electric**

Dodds

**Fire Safety / Alarm**

City Fire

**Heating and Gas**

Dodds

**Plumbing / Water Safety**

Grahams

HSL

Dodds

## Appendix E, Lettings Charges

### Wood Green Academy Lettings Charges

|                         |   |       |
|-------------------------|---|-------|
| <u>Sessional Charge</u> | (payable each time the facilities are used) | £     |
| Monday – Friday         |   | 10.00 |
| Saturday                |   | 12.50 |
| Sunday                  |   | 17.50 |

### ACCOMMODATION CHARGE (All payable per hour unless otherwise stated)

|   |                     |       |
|---|---------------------|-------|
| Large Hall/Gymnasium (Redgrave hall & Gym, Newton Gym)                                      |                     | 15.00 |
| Classroom/Cloakroom/Foyer/Community room  |                     | 7.50  |
| 6 <sup>th</sup> Form Common Room  |                     | 15.00 |
| Showers/Changing room   |                     | 10.00 |
| Conference room/Playground/Netball Court/ Drama Studio                                      |                     | 10.00 |
| Sports halls  |                     | 20.00 |
| Cricket nets (3 nets)   |                     | 15.00 |
| Cricket/Hockey/Football Pitches   | Per Letting/matches | 25.00 |
| Hall chairs set up by caretaker<br>(Individual chairs and tables included in normal charge) | Per Letting         | 20.00 |
| Car Parking and supervision<br>(Sessional fee and VAT to be charged)                        | Per hour            | 20.00 |

Health and Fitness Suite 20.00

*To be used only when a trained instructor, approved by WGA is Available. The Charging Policy must take into account the rate of pay for this instructor depending upon his/her qualifications.*

*Charges for showers and changing facilities are only made when used in isolation. If used in conjunction with other sports accommodation, a separate charge will not be made.*

*Site staff required for whole of booking.* 15.32 per  
hr

|                                 |                    |
|---------------------------------|--------------------|
| Date reviewed at Sub Committee  | 17 November 2025   |
| Date approved at Full Governors | 24th November 2024 |
| Date for next review            | November 2026      |