

# **THE VALE OF GLAMORGAN COUNCIL**

## **FINANCE SCHEME FOR SCHOOLS 2025/26**



# THE VALE OF GLAMORGAN COUNCIL FINANCE SCHEME FOR FINANCING SCHOOLS

<b>Contents</b>		<b>Page</b>
<b>Section 1</b>	<b>Introduction</b>	
1.1	General	5
1.2	The Funding Framework	6
1.3	The Role of the Scheme	8
1.4	Application of the scheme to maintained schools	8
1.5	Publication of the scheme	8
1.6	Revision of the scheme	9
1.7	The role of the Council, the Governing Body and delegation of powers to the Headteacher	9
1.8	Maintenance of schools	11
1.9	Audit, procurement guidance and financial regulations	11
<b>Section 2</b>	<b>Financial Requirements : Audit</b>	
2.1	Application of Financial Controls to schools	11
2.2	Provision of Financial Information and Reports	11
2.3	Payment of salaries and bills	12
2.4	Control of Assets and inventory register	12
2.5	Accounting policies (including end of year procedures)	13
2.6	Writing off debts	14
2.7	Basis of accounting	14
2.8	Submission of budget plans	14
2.9	Budget virements	15
2.10	Audit ; general	15
2.11	External audit	16
2.12	Audit of voluntary, unofficial and private funds	16
2.13	Register of business interests	16
2.14	Purchasing, tendering and contracting requirements	17
2.15	Application of controls to schools	17
2.16	Central funds and earmarking	18
2.17	Spending for the purposes of the school	19
2.18	Capital spending from budget shares	19
2.19	Value for money	19
<b>Section 3</b>	<b>Instalments of budget share and banking arrangements</b>	
3.1	General	20
3.2	Borrowing by schools	21
<b>Section 4</b>	<b>The treatment of surplus and deficit balances</b>	
4.1	The right to carry forward surplus balances	22
4.2	Reporting on the intended use of surplus balances	22
4.3	Interest on surplus balances	23

4.4	Obligation to carry forward deficit balances	23
4.5	Balances of closing/replacement schools	23
<b>Section 5</b>	<b>Income</b>	
5.1	Income from lettings	24
5.2	School meal income	24
5.3	Income from fees and charges	24
5.4	Income from fund raising activities	25
5.5	Income from Sale of Assets	25
5.6	Administrative procedure for the collection of income	25
5.7	Income from registered childcare provisions	26
<b>Section 6</b>	<b>The charging of school budgets</b>	
6.1	General provision	28
6.2	Circumstances in which charges may be made	28
<b>Section 7</b>	<b>Taxation</b>	
7.1	Value Added Tax (VAT)	30
7.2	Construction Industry Taxation Scheme	30
7.3	IR35	30
<b>Section 8</b>	<b>The provision of services and facilities by the council</b>	
8.1	Provision of services bought back from the council	31
8.2	Provision of services from centrally retained budgets	31
8.3	Timescale for services brought back from the Authority	31
8.4	Packaging	31
8.5	Service Level Agreements (SLA's)	31
8.6	Pooled budgets	32
8.7	In-house long term supply and maternity schemes	32
<b>Section 9</b>	<b>Insurance</b>	
9.1	Insurance cover	33
<b>Section 10</b>	<b>Miscellaneous</b>	
10.1	Right of access to information	34
10.2	Liability of Governors	34
10.3	Governors expenses	34
10.4	Responsibility for legal costs	34
10.5	Health and Safety	35
10.6	Right of attendance of Chief Financial Officers	35
10.7	Delegation to new schools	35
10.8	Pupils permanently excluded	35
10.9	Premature retirement compensation	36
10.10	Special educational needs	36
10.11	Whistleblowing	36
10.12	Child protection	36
<b>Section 11</b>	<b>Responsibility for Repairs and Maintenance</b>	
11.1	General	37

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**APPENDICES**

Appendix 1	Strategic management - Activities
Appendix 2	Access to Education - Activities
Appendix 3	List of Schools covered by the scheme
Appendix 4	Responsibility for repairs and maintenances
Appendix 5	Whistleblowing
Appendix 6	School procurement protocol for capital projects
Appendix 7	Information required for school asset inventory
Appendix 8	Template for audit of unofficial/private funds and example of end of year accounts

## **1. INTRODUCTION**

### **1.1. General**

**1.1.1.** The format of the Scheme has been established according to regulations made under the School Standards and Framework Act 1998 (SSFA), the Education Act 2002 (EA) and the School Funding (Wales) Regulations 2010 and the School Standards and Organisations (Wales) Acts 2013 (SSOA).

**1.1.2.** The Scheme takes account of decisions made by Welsh Government in respect of the implementation of proposals contained in consultation papers and notes of guidance as notified by the Welsh Government.

**1.1.3.** The purpose of the framework is to achieve:

- *Improved Standards* - helping both schools and Local Authorities to pursue the number one priority for everyone involved in the education service - raising standards.
- *Self-Management* - allowing schools to develop their capacity for self-management.
- *Accountability* - by aligning funding with responsibilities so that both schools and Local Authorities can be held to account for their performance in spending public money.
- *Transparency* - making decisions on school financing clear and comprehensible.
- *Opportunity* - for all schools but a threat to none. In particular small schools should not be forced to shoulder responsibilities they cannot cope with.
- *Equity* - ensuring fair and equal treatment of all three categories of school - community, voluntary and foundation.
- *Value for Money* - by helping both schools and Local Authorities to achieve value for money and allow other interested parties to assess how well this is being done.

**1.1.4.** Where the scheme refers to schools consulting with or seeking approval from the Director of Learning and Skills or the Section 151 Officer, schools can do so via the Finance manager or Operational manager for Strategy and Resources.

## **1.2. The Funding Framework**

**1.2.1.** The underlying principle of the scheme is the maximum delegation of managerial responsibility to governing bodies consistent with the discharge by the Council of its statutory responsibilities.

**1.2.2.** The Council supports the general principle of governing bodies and Headteachers having discretion to manage school-based resources. The scheme aims to enable each governing body, in conjunction with the Headteacher and school staff, to manage the use of available resources for maximum benefit of all the pupils within the school. The governing body may also spend its budget on any additional purposes prescribed in regulations made under section 50 of the SSFA.

**1.2.3.** The Council may suspend a school's right to a delegated budget if the provisions of the school financing scheme have been substantially or persistently breached, or if the scheme has not been managed satisfactorily. There is a right of appeal to the Welsh Government. A school's right to a delegated budget scheme may also be suspended for other reasons under section 17 of the SSFA.

**1.2.4.** The funding framework is based on the legislative provisions in sections 45 - 53 of the SSFA as amended by section 41 of the EA 2002.

**1.2.5.** Under this legislation the Council determines the size of the total education budget, which is the amount appropriated by the Council for meeting all expenditure relating to the service. The Individual Schools Budget (ISB) is the amount remaining after deducting from the Schools Budget any planned expenditure by the Council, which should be deducted in accordance with regulations. The ISB is the amount delegated to schools.

**1.2.6.** The ISB excludes:

- Payments to another Council pursuant to sections 493 or 494 of the Education Act 1996 (recoupment between Authorities) and section 207 of the EA Act 2002.
- Expenditure which the Council can capitalise in their accounts in accordance with proper accounting practices
  - a) which the Council is required to follow by virtue of enactment

- b) Which, whether by reference to any generally recognised published code or otherwise, are regarded as proper accounting practices to be followed in the keeping of accounts of LAs, either generally or of the description concerned.
- c) Expenditure offset by income received from Her Majesty's Chief Inspector of Schools (HMCI)/ Estyn
- d) Expenditure for the purposes of section 26 of the Road Traffic Regulation Act 1984 (arrangements for patrolling school crossings).

**1.2.7.** The Council is able to retain central funding for purposes defined in regulations made under section 45A of the SSFA as amended by section 41 of the EA 2002. The amount to be retained is determined by the Council, subject to any limits and/or conditions prescribed by regulation.

**1.2.8.** The centrally retained funds are to cover specific Council responsibilities including

- Strategic Management - which covers the overall management of the Council's responsibilities as outlined at Appendix 1.
- Access - this covers the Council's responsibilities for providing an education infrastructure of school places, buildings and facilities; for ensuring that children can take up a place at school; and for ensuring pupils attend school. A list of the principle services and activities are shown at Appendix 2.
- Support for School Improvement which is now delivered primarily by the Central South Consortium.
- Provision of a Specialised Nature - this covers expenditure on:
  - a) Educational psychology services
  - b) Statementing processes
  - c) support for pupils with special educational needs including collaboration with other agencies, provision of parent partnership services and resolution of disagreements
  - d) Education otherwise than at school including pupil referral units and hospital/home tuition
  - e) Behaviour support
  - f) Child protection

- Health and child protection:-
  - a) expenditure on carrying out the Council's child protection functions under the Children Act 1989 and under section 175 of the EA 2002;
  - b) expenditure relating to arrangements under section 31 of the Health Act 1999 and/or section 33 of the National Health Service (Wales) Act 2006.
  - c) expenditure in providing special medical support for individual pupils which is not met by a National Health Service Trust, Local Health Board or Welsh Ministers.

**1.2.9.** The Council distributes amounts from the ISB to their maintained schools according to a formula that accords with regulations, and enables the calculation of a budget share for each maintained school.

**1.2.10.** The budget share is then delegated to the governing body of the school concerned, unless the school is a new school, which has not yet received a delegated budget, or the right to a delegated budget has been suspended in accordance with section 8 of the SSOA or 51 of the SSFA.

### **1.3. The Role of the Scheme**

**1.3.1.** The scheme sets out the financial relationship between the Council and the maintained schools that it funds. It contains requirements relating to financial management and associated issues, binding on both the Council and the schools.

### **1.4. Application of the Scheme to maintained schools**

**1.4.1.** The scheme will apply to community, voluntary, foundation and community special schools.

**1.4.2.** A list of the schools covered by the scheme is listed in Appendix 3.

**1.4.3.** Any new maintained school will be covered by the scheme by virtue of section 48 of the SSFA.

### **1.5. Publication of the Scheme**

**1.5.1.** An electronic copy of the scheme will be supplied to the Headteacher and to the governing body of each school covered by the scheme.

**1.5.2.** The publication requirements are contained in regulations.



## **1.6. Revision of the Scheme**

**1.6.1.** The scheme will be continuously reviewed in consultation with interested parties.

**1.6.2.** Any revisions to the scheme will be the subject of consultation with Headteachers and governors, and must be approved by the budget forum.

## **1.7. The Role of the Council, the Governing Body and Delegation of Powers to the Headteacher**

**1.7.1.** The role of the Council will principally concentrate on: -

- the ultimate responsibility for the education service including delivery, monitoring, evaluating and management of both Council and school performance;
- Identifying and agreeing with governing bodies school targets and objectives;
- Setting the overall level of resources for the education service as a whole, both school and non-school related;
- Retaining central resources to deliver its prescribed responsibilities;
- Distributing, according to the agreed formula, amounts from the ISB amongst the maintained schools;
- Supporting schools and governing bodies as necessary;
- Assisting, where necessary, schools with resource and contract management;
- Ensuring effective and efficient use of resources.

**1.7.2.** The role of the governing body will concentrate on: -

- delivery of the National Curriculum
- maintaining and where possible improving standards of educational achievement of all the pupils in the school;
- the implementation of the School Development Plan;
- the implementation of the School Improvement Plan (SIP);
- compliance with the Financial Procedure Rules and Contract Procedure Rules;
- compliance with the Special Education Needs 'Code of Practice';
- compliance with all other legal requirements;
- Ensuring effective and efficient use of resources.

**1.7.3.** To fulfil their role, the governing body can delegate much of the day-to-day management of the school and determine the extent to which it

wishes to delegate its financial powers to the Headteacher. Such decisions should be recorded in the minutes of the governing body.

**1.7.4.** When considering the level of delegation to the Headteacher, the governing body should also consider procedures and reporting mechanisms. The Headteacher needs to know his/her limits as to the level of decision-making delegated. If this is not clear from the outset then confusion and possibly conflict between the Headteacher and Governors will follow. Regardless of the level of delegation, responsibility lies with the Governing Body.

**1.7.5.** In setting its annual budget plan (first formal budget plan), the Headteacher is responsible for advising the governing body of the school's requirements, based on known information at that time. The governing body are required to scrutinise and approve the annual budget plan and record its decision in the minutes of the governing body. Once approved, the headteacher is required to inform the Council of its proposed budget plan by 31st May. The full governing body should approve any changes to the first formal plan. The Council should be notified of any such approved changes.

**1.7.6.** Governing bodies should consider establishing a number of committees. Depending on the size of the school these could vary in number. All governing bodies must have the following statutory committees:

- Staff Disciplinary and dismissal
- Disciplinary and dismissal appeals
- Pupil discipline and exclusions
- Admissions (foundation and Voluntary aided schools only)

**1.7.7.** Non statutory committees are a matter for each governing body to determine in order to properly carry out their functions e.g. finance, premises, health & safety, etc.

**1.7.8.** Each committee should meet on a regular basis and report to each full governing body meeting. Any areas of concern should be notified to the Council to enable corrective action to be taken, as it is the Council that has ultimate responsibility for the education service including schools.

## **1.8. Maintenance of Schools**

**1.8.1.** The Council is responsible for maintaining the schools covered by the scheme, and this includes the duty of defraying all the expenses of maintaining these (except in the case of voluntary aided schools where some of the expenses are, by statute, payable by the governing body.)

**1.8.2.** Part of the way a Council maintains schools, is through the funding system put in place under sections 45 - 53 of the SSFA.

## **1.9. Audit and procurement guidance for schools; and the Councils financial regulations**

**1.9.1.** Schools must comply with the audit and procurement guidance for schools in addition to the councils financial procedure rules and contract procedure rules

## **2. FINANCIAL REQUIREMENTS: AUDIT**

### **2.1. Application of Financial Controls to Schools**

**2.1.1.** The probity and regularity of the Council's financial activities is the responsibility Section 151 Officer by virtue of section 151 and section 114 of the 1972 and 1988 Local Government Acts respectively.

**2.1.2.** Schools are required, in the management of their delegated budget, to abide by the Council's requirements on financial controls and monitoring, both those in the scheme and the Financial and Contract Procedure Rules of the Council. Disciplinary action may be taken where there is failure to adhere. The delegated budget share and associated responsibilities may be suspended should such failure occur.

**2.1.3.** The governing body shall not plan to overspend its budget share without the express agreement of the Director of Learning and Skills. Such an agreement would only be made in exceptional circumstances and be made on the understanding that any overspend would be cleared in an agreed time scale.

### **2.2. Provision of Financial Information and Reports**

**2.2.1.** The Council will notify schools their budget share prior to the start of the financial year to which the budget relates. The notification will show

the resources available to the governing body allocated by the agreed formula in accordance with regulations made under the SSFA.

**2.2.2.** The Council will also provide an estimate of the school's budget shares for the following two funding periods. These estimates will not be binding on the Council as to the actual determinations made for the following two funding periods.

**2.2.3.** Schools are required to provide the Council with details of anticipated actual expenditure and income, in a form and at times as determined by the Section 151 Officer.

**2.2.4.** The Council will provide each school with regular reports showing its financial position at that time and an end of year out-turn statement in accordance with regulations made under the SSFA.

### **2.3. Payment of Salaries: Payment of Bills**

**2.3.1.** The payment of all salaries, wages, pensions and all other emoluments to all staff, past and present, shall be made by, or under arrangements approved by the Section 151 Officer.

### **2.4. Control of Assets and Inventory Register**

**2.4.1.** Schools are required to maintain an inventory of any moveable assets in excess of £250 in value.

**2.4.2.** Schools must carry out an annual physical check of items listed on the inventory and take action in relation to any surpluses or deficiencies. The Head of Finance must be notified of any suspected irregularities via the audit department.

**2.4.3.** The inventory must be continually updated for new acquisitions and disposals.

**2.4.4.** The inventory must be checked and certified at least on an annual basis.

**2.4.5.** All assets must as far as possible be marked as school property.

**2.4.6.** Schools must ensure that assets are not removed from school premises except in accordance with the ordinary course of school business

**2.4.7.** The authorisation procedures for acquisition and disposal which schools should adopt are set out in guidance issued by the Section 151 Officer.

**2.4.8.** Schools are free to determine their own arrangements for keeping a register for assets worth less than the amounts contained in the Council's Financial Procedure Rules. This register must satisfy insurers

**2.4.9.** The following information must be included on the schools asset Inventory register. Schools can construct their own inventory template providing the required information is included. Alternatively, an excel template will be provided by the Learning and Skills Finance Team on request.

- Name of school
- Name of person preparing inventory
- Date of preparation
- Serial number
- Make/model
- Name of asset/equipment
- Description
- Quantity
- Date of acquisition
- Date of installation
- Purchase Price
- Department
- Location
- Date of discard
- Resale value (if applicable)
- Notes

## **2.5. Accounting Policies (including end of year procedures)**

**2.5.1.** The governing body is responsible for the preparation of their annual spending plan and for the provision of regular financial statements.

**2.5.2.** Governing bodies are required to adhere to the Council's Financial Procedure Rules and Contract Procedure Rules and to achieve this must comply with accounting procedures prescribed by the Section 151 Officer.

**2.5.3.** The Council's accounts are maintained on an accruals basis, i.e. income and expenditure are recorded in the schools accounts where earned or incurred, and not when money is received or paid.

**2.5.4.** The Learning and Skills Finance Department will issue end of year procedures to all schools during March of each financial year on behalf of the Section 151 Officer.

**2.5.5.** These procedures will cover items such as petty cash, debtors and creditors. The procedures must be adhered to. Failure to do so could lead to disciplinary action.

## **2.6. Writing Off Debts**

**2.6.1.** Any unrecoverable debts should be referred to the Section 151 Officer. The only exception to this rule is in relation to debt arising from the collection of school meal income.

**2.6.2.** Schools are advised to adopt a debt management policy for the collection of school meal income which should be made available to parents.

**2.6.3.** Where a GB decides to write off an individual school meal debt, this charge will be made against the schools delegated budget share. School meal debt in excess of £50 must be referred to the Learning and Skills finance department who will invoice parents for outstanding dinner money. Unrecoverable school meal debts in excess of £50 can only be written off by the Section 151 officer.

**2.6.4.** Any debts written off by the Section 151 Officer will be charged against the schools delegated budget share.

## **2.7. Basis of Accounting**

**2.7.1.** The Council operates on an accruals basis and whilst the school may operate a cash system, all reports to the Council must be on an accruals basis.

## **2.8. Submission of Budget Plans**

**2.8.1.** Once the governing body receives its formal notification of its budget share it shall determine a budget spending plan for the school consistent with the resources available to it, including any surplus/deficit balances brought forward from the previous financial year.

**2.8.2.** The governing body must notify the Director of Learning and Skills by no later than 31<sup>st</sup> May each year of its spending plan and the assumptions made in support of its plan. These plans must be submitted to the Learning and Skills finance department.

**2.8.3.** The Council will supply the school with income and expenditure data that it holds which is necessary for efficient planning by schools. The Director of Learning and Skills will prescribe the format of the notification.

**2.8.4.** The governing body must ensure that expenditure is incurred only within the approved budget spending plan.

**2.8.5.** The governing body/Headteacher will notify the Learning and Skills finance Department of any changes to the approved budget spending plan, notified by 31<sup>st</sup> May, as soon as they occur. This will enable the information in the financial reports and statements to be updated.

**2.8.6.** All schools will be required to complete on a regular basis, as prescribed by the Section 151 Officer financial reports showing the revenue income and expenditure incurred to date and any commitments incurred but not yet paid. This should enable it to forecast its financial position throughout the financial year to ensure its spending is in line with its plan. These should be submitted to the Learning and Skills finance department.

## **2.9. Virements**

**2.9.1.** The governing body may delegate to the Headteacher the ability to vire money from one expenditure heading to another. The governing body may wish to set a limit to such virements.

**2.9.2.** The ability to exercise virement will apply to all headings with the exception of earmarked items where the budget is provided for a specific purpose.

## **2.10. Audit: General**

**2.10.1.** Schools are subject to the Council internal audit regime and the Council external audit regime as determined by the appointed auditors and are required to co-operate with these regimes.

- 2.10.2.** Schools are required to co-operate with both the internal and external auditors as determined by Financial Regulations, Financial Procedure Rules and statutory requirements.

## **2.11. External Audits**

- 2.11.1.** The Council, and therefore schools, is subject to an on-going external audit of financial and related operations of the Council. This may include sample visits to schools.
- 2.11.2.** A governing body is allowed to spend funds from its budget share to obtain an external audit certification of its accounts, separate from any Council internal or external audit process.

## **2.12. Audit of Voluntary, Unofficial and Private Funds**

- 2.12.1.** The governing body or Headteacher shall keep the Section 151 Officer (via the audit department) fully informed of all voluntary and private funds held on behalf of the school including school funds, PTA funds and Trust funds.
- 2.12.2.** The governing body shall be responsible for the management and audit of all such funds and shall formulate procedures and regulations for those operating such funds.
- 2.12.3.** The governing body shall ensure that all relevant persons responsible for the operation of such funds comply with these procedures and regulations.
- 2.12.4.** The school is required to provide annual audit certificates in respect of all such funds and the accounts of any trading organisations controlled by the school. A school refusing to provide audit certificates to the Section 151 Officer as required by the scheme is in breach of the scheme and the Section 151 Officer can take action as appropriate.

## **2.13. Register of Business Interests**

- 2.13.1.** The governing body is required to establish a register that lists for each member of the governing body and the Headteacher, any business interests that they or any member of their immediate family have.
- 2.13.2.** The governing body is required to keep the register up to date with notification of changes and through annual review of entries. It is



recommended that this is done in the first full governing body meeting of the academic year and the register should be held at the school for this purpose.

**2.13.3.** The governing body shall make the register available for inspection by governors, staff, parents and the Council.

## **2.14. Purchasing, Tendering and Contracting Requirements**

**2.14.1.** Except as required by UK legislation, EEC Treaty and relevant directives; the Council's Financial Procedure Rules, Contract Procedure Rules and the Procurement Code of Practice must be followed every time the governing body enters into a contract for works, goods or services.

**2.14.2.** All schools are required to abide by the Council's Procurement guidance for schools, Financial Procedure rules and Contract Procedure Rules in purchasing, tendering and contracting matters except where the regulations and Standing Orders require a school to:

- do anything incompatible with any of the provisions of the scheme or any statutory provision or any EU procurement directive;
- seek Council countersignature from the head of legal services for any contracts for goods or services in excess of £75,000;
- Invite no fewer than three tenders in respect of any contracts with a value exceeding that contained in the Council's Financial Procedure Rules.

**2.14.3.** All schools are required to assess in advance, where relevant, the health and safety competence of contractors, taking account of the Council's policies and procedures.

## **2.15. Application of Contracts to Schools**

**2.15.1.** Where a school participates in arrangements that have been made by the Council on behalf of the school, whether alone or with other schools, the school will be bound by that arrangement until it expires. Where prior to the commencement of this scheme the Council has entered into a contract for the execution of works or the provision of services or supplies to the school, that contract will be binding on the school until it expires.

**2.15.2.** The Council is a member of the Welsh Purchasing Consortium which has arranged contracts for the bulk supply of commonly used goods and service based on the combined purchasing power of the member unitary authorities.

**2.15.3.** In preparation for the period following expiry of any contract the Council will continue with the letting of new contracts to maintain the service of bulk supply contract arrangement on the understanding that no contract will be entered into which does not represent the most financially beneficial offer received.

**2.15.4.** Should a school wish to opt out of any such arrangements it may do so by providing the Council with written notice of withdrawal not less than six months prior to the expiry of the relevant arrangement. Such notice is required so that the Council can invite offers based on revised bulk requirements.

**2.15.5.** Although governing bodies are empowered under schedule 1 of the EA 2002 to enter into contracts, in most cases they do so on behalf of the Council as maintainer of the school and owner of the funds in the budget share. Therefore governing bodies must ensure full compliance with the Council's financial procedure rules and contract procedure rules.

## **2.16. Central Funds and Earmarking**

**2.16.1.** The Council may, from time to time, allocate funds to schools that are additional and separate from the schools' budget share.

**2.16.2.** All such allocations will be subject to terms and conditions setting out the purpose or purposes for which the allocation may be used. While the conditions need not preclude virement (except where the funding is supported by a specific grant which the Council is not permitted to vire), this should not be carried to the point of assimilating the allocations into the school's budget share.

**2.16.3.** Any such funding from centrally retained funds should only be spent on the purposes for which it is given and is not to be vired into other budget heads. Schools are required to demonstrate that this requirement has been complied with.

**2.16.4.** Any such allocations not spent in the year will accrue to the Council and not form part of the schools' surplus/deficit at the end of the year, unless agreed otherwise with the Director of Learning and Skills.

**2.16.5.** The Council cannot make any deduction, in respect of interest costs to the Council, from payments to schools of devolved specific or special grant.

## **2.17. Spending for the Purposes of the School**

**2.17.1.** In accordance with section 50(3) of the SSFA, governing bodies are only able to spend their budget share for the purposes of the school.

## **2.18. Capital Spending from Budget Shares**

**2.18.1.** Governing bodies will be allowed to use their budget shares to meet the cost of capital expenditure relating to the school. This includes expenditure by the governing body of an aided school on work, which is their responsibility under paragraph 3 of schedule 3 of the SSFA.

**2.18.2.** Any such expenditure from the school's budget share should be notified to the Section 151 Officer. The minimum figure above which the school is required to take account of advice from the Section 151 Officer as to the merits of the proposed expenditure is £10,000.

**2.18.3.** If the premises (land and or buildings) are owned by the Council, the governing body must seek prior written consent of the Director of Learning and Skills to the proposed work, whether it is structural or otherwise including works to grounds or change of use of rooms e.g. change a classroom teaching area into a general resources area. Such consent may be withheld on health & safety grounds. A School Procurement Protocol for Capital Projects is attached at Appendix 6 and should be adhered to when considering any work of a capital nature.

**2.18.4.** Schools should seek the advice of the Section 151 Officer should the school be considering leasing any building, plant, machinery, vehicles or equipment.

**2.18.5.** In any event, the school (Headteacher and governing body) must comply with the Council's Financial Regulations and Procedure rules.

## **2.19. Value for Money**

**2.19.1.** Governing bodies should demonstrate value for money and follow the procurement practices outlined in section 2.14.

### **3. INSTALMENTS OF THE BUDGET SHARE: BANKING ARRANGEMENTS**

#### **3.1. General**

**3.1.1.** Budget shares will be held by the Section 151 Officer on behalf of governing bodies as part of the Council's general fund unless governing bodies opt to operate their own bank accounts.

**3.1.2.** Where a governing body does not opt for its own bank account the school will have access to the whole of its budget share from the start of the financial year. Budget shares will be retained centrally to meet expenditure by schools and paid out of the Council's bank account.

**3.1.3.** Where a governing body has opted to operate their own bank account they must comply with the requirements of the Local Payment Scheme for Schools which supplements the Financial Regulations for Schools.

**3.1.4.** Only employees of the Council (School) are permitted to be signatories on bank accounts. All cheques require two signatories (further details are contained in paragraph 5 of the Council's "Local Payment Scheme for Schools" which supplements the Council's Financial Regulations for Schools).

**3.1.5.** Schools are allowed to retain any interest earned on the account. Schools are paid in ten instalments from April to January.

**3.1.6.** New accounts can only be opened: -

- at the beginning of the financial year
- at four months' notice

**3.1.7.** If the school can demonstrate they will end the year, leading up to their own bank account, in a break-even or a surplus. The Council will agree with the school an amount to be transferred representing its projected balance, on the basis that there is then a subsequent correction when the accounts for the relevant school year are closed. Should a school be in an overspend (deficit) position the request for their own account will be refused until such time as the deficit is cleared and in any case until the start of a financial year.

**3.1.8.** Where a school closes part way through a financial year, it will be permitted to spend the proportion of its budget for the number of months it is operational in that year.

### **3.2. Borrowing by Schools**

**3.2.1.** Governing bodies may borrow money only with the written permission of the Welsh Government.

**3.2.2.** Any governing body considering such action should inform the Section 151 Officer of their intentions and the outcome.

## **4. THE TREATMENT OF SURPLUS AND DEFICIT BALANCES ARISING IN RELATION TO BUDGET SHARES**

### **4.1. The Right to Carry Forward Surplus Balances**

**4.1.1.** Schools are allowed to carry forward from one financial year to the next any underspend on its budget share for the year plus/minus any balance brought forward from the previous year.

**4.1.2.** Any balance held centrally by the Council at the end of one financial year, which does not form part of the schools bank account, will be transferred to the school's bank account with the first instalment of the next financial year's budget on the basis that there is then a subsequent correction when the accounts for the year to which the balance relates are closed.

### **4.2. Reporting on the Intended use of Surplus Balances**

**4.2.1.** Schools should not accumulate what might appear to be excessive surpluses, greater than 5% of the budget share or £10,000, whichever is the greater, without good reason.

**4.2.2.** Governing bodies are required to report to the Director of Learning and Skills on the use the school intends to make of surplus balances that exceed either 5% of their budget share or £10,000, whichever is the greater. (Para 19-Schedule 4-School Funding (Wales) Regulations 2010).

**4.2.3.** The Council may direct the governing body as to how to spend a school balance surplus for a funding period if it exceeds

- £50,000, in the case of a nursery or primary school
- £100,000 in the case of a secondary or special school (Para 20-Schedule 4-School Funding (Wales) Regulations 2010).

**4.2.4.** The Council may, if the governing body do not comply with such a direction, require the governing body to pay all or part of that surplus to the Council to be applied as part of their schools budget for the funding period in question. (Para 20-Schedule 4-School Funding (Wales) Regulations 2010).

### **4.3. Interest on Surplus Balances**

**4.3.1.** Surplus balances held by the Section 151 Officer will not automatically attract interest.

**4.3.2.** Should a governing body wish their surplus to attract interest then the Chair of Governors should make a written request to the Section 151 Officer stipulating how much they wish to invest and the period of notice, either one or three months, which affect the rate of interest earned, i.e. the three month notice investments earn a higher rate of interest than the one month.

### **4.4. Obligation to Carry Forward Deficit Balances (Licensed Deficits)**

**4.4.1.** If a school overspends its budget share in any financial year, the overspending (deficit) will either have to be met from unspent balances brought forward or met from the school's budget share for the following financial year.

**4.4.2.** Governing bodies that find themselves in an unplanned deficit position should submit plans to the Director of Learning and Skills detailing how the deficit will be eliminated over a period not exceeding five years maximum.

**4.4.3.** Schools should not plan to overspend, but may be allowed after full consultation and agreement with the Director of Learning and Skills, to do so. Any such agreement must be in writing and signed by the Director of Learning and Skills.

**4.4.4.** The Council cannot write off deficit balances.

**4.4.5.** The Section 151 Officer reserves the right to charge interest on deficit balances. Should this be the case then schools will be given prior warning.

### **4.5. Balances of Closing and Replacement Schools**

**4.5.1.** When a school closes any balance (whether surplus or deficit) reverts to the Council; it cannot be transferred as a balance to another school, even where the school is a successor to the closing school.

**4.5.2.** When, in the interest of the service, schools amalgamate the Council will give consideration to transferring any balance to the newly established school

## **5. INCOME**

### **5.1. Income from Lettings**

- 5.1.1.** Schools will be able to retain income from lettings of school premises that would otherwise accrue to the Council.
- 5.1.2.** Income raised from lettings should not be paid in to a voluntary, private or any other unofficial fund held by the school. Income must be paid promptly and directly into the council bank account or schools main bank account for cheque book managed schools.
- 5.1.3.** Schools will be allowed to cross subsidise lettings for community and voluntary use with income from other lettings, provided there is no net cost to the budget share.
- 5.1.4.** Schools will be required to have regard to any directions issued by the Council as to the use of school premises. .

### **5.2. School Meal Income**

- 5.2.1.** Schools are recommended to adopt the use of parent-pay for the collection of school meal income, to limit the amount of cash on school premises.
- 5.2.2.** Generally school meals should be paid for in advance, however there may be occasions where it is necessary to allow a pupil debt. Therefore schools are advised to adopt a debt management policy for the collection of school meal income which should be made available to the councils internal audit section on request.
- 5.2.3.** Any school meal debts written off will be charged to the schools budget share.

### **5.3. Income from Fees and Charges**

- 5.3.1.** Schools will be allowed to retain income from fees and charges except where a service is provided by the Council from centrally retained funds.
- 5.3.2.** Income raised from fees and charges should not be paid in to a voluntary, private or any other unofficial fund held by the school. All income shall be paid promptly and intact into the Council's bank account,



or the schools main bank account for cheque book managed schools. The only exception to this is where income is raised by a fund raising activity, e.g. PTA or school fund e.g. trips.

**5.3.3.** Schools should have regard to the Council's charging policy

**5.3.4.** Schools should adhere to Welsh Government guidance with regards to charging for school activities and optional extras.

**5.3.5.** Any charges made in respect of school activities and optional extras must not exceed the actual cost of providing that activity.

**5.3.6.** A governing body should not charge parents for anything unless it has adopted a charging and remissions policy. .

#### **5.4. Income from Fund Raising Activities**

**5.4.1.** Schools are allowed to retain income generated from fund raising activities.

#### **5.5. Income from Sale of Assets**

**5.5.1.** Income from the sale of assets purchased from the school's budget share can be retained by the school, not in an unofficial fund, and must be used for the benefit of the school.

**5.5.2.** In cases where the asset was purchased with central funds, the income should accrue to the Council unless the Council decides otherwise. The Council should be consulted before any such items are sold or disposed of.

**5.5.3.** The governing body has no authority to dispose/sell off land, buildings or plant owned by the Council.

#### **5.6. Administrative Procedures for the Collection of Income**

**5.6.1.** All income shall be paid promptly and intact into the Council's bank account, or the schools main bank account for cheque book managed schools. The only exception to this is where income is raised by a fund raising activity, e.g. PTA or school fund e.g. trips.

**5.6.2.** Income collection procedures will be in accordance with the Council's Financial Procedure Rules as issued by the Section 151 Officer.

**5.6.3.** Records will be maintained in a form determined by the Section 151 Officer.

**5.6.4.** Schools will be responsible for the collection of their own income unless they wish to make use of the Council's debt recovery procedure. Such use will incur a charge to the schools budget share. The charge will be determined by the Section 151 Officer.

**5.6.5.** All schools operating separate bank accounts will be required to submit to the Learning and Skills finance section monthly statements detailing any outstanding debts.

**5.6.6.** The Section 151 Officer would wish to be satisfied that all possible steps have been taken to recover all amounts due.

**5.6.7.** The Section 151 Officer is the only Officer able to recommend that debts be written off. Any debt to be written off will be charged to the school's budget share. The only exception to this will be the writing of school meal debt as outlined in paragraph 2.6.

#### **5.7. Income from registered childcare provisions provided by schools**

**5.7.1.** Where schools are offering a registered childcare provision to parents, income can either be paid directly into the schools main budget and council bank account or can be paid into a separate fund, with prior approval in writing from the Head of Strategy and resources.

**5.7.2.** Any income paid directly into a separate fund, must be transferred into the schools budget and council bank account on a monthly basis. This income should be clearly identifiable and be stored on a unique cost code on the ledger.

**5.7.3.** Bank statements and reconciliations must be submitted to the education finance department on a monthly basis along with full accounting records of income received, as well as debts and payments in advance.

**5.7.4.** Staffing costs should be clearly identifiable and coded to a separate cost code on the ledger.

**5.7.5.** Expenditure arising directly as a result of the registered childcare provision, such as resources, should be identified separately on the ledger.

**5.7.6.** Any net profits generated will be retained by the school and held in the schools official balance to be used for the purpose of the school. Profits must not be accumulated and held in a separate fund.

**5.7.7.** Full accounting records and audit trails of any movement on the separate fund must be provided annually to the education finance team for audit in line with the annual closure of accounts timetable.

**5.7.8.** Schools are not permitted to use education funding to support a loss on a childcare provision. Schools must ensure that childcare charges are sufficient to cover the cost of the provision.

## **6. THE CHARGING OF SCHOOL BUDGETS**

### **6.1. General Provision**

**6.1.1.** The Council is allowed to charge a school's budget share without consent of the governing body only in circumstances expressly permitted by the scheme (see 6.2). The Council is required to consult the school as to the intention to so charge and notify the school when the charge has been made.

**6.1.2.** The Council is able to charge salaries and associated costs of all school-based staff to school budget shares at actual cost.

**6.1.3.** In the case of a dispute arising from a charge being made to a school's budget share, the dispute will, in the first instance, be referred to the Section 151 Officer. Any appeal, by either party, will be made to an independent panel established for such a purpose.

### **6.2. Circumstances in which charges may be made to delegated budgets**

**6.2.1.** Where premature retirement costs have been incurred without the prior written agreement of the Council to bear such costs (the amount chargeable being the excess over any amount agreed by the Council). Schools will meet the cost of PRCs unless otherwise agreed.

**6.2.2.** Other expenditure incurred to secure resignation where the school had not followed Council advice.

**6.2.3.** Awards by courts and industrial tribunals against the Council arising from action or inaction by the governing body contrary to the Council's advice having taken into account provision of section 60(5) of the SSFA.

**6.2.4.** Expenditure by the Council in carrying out health and safety work for which the Council is liable where funds have been delegated to the governing body as part of its budget share, but the governing body has failed to carry out the required work.

**6.2.5.** Expenditure incurred by the Council in making good defects in building work funded by capital spending from budget shares, where the premises are owned by the Council.

**6.2.6.** Expenditure incurred by the Council in insuring its own interests in a school where funding has been delegated but the school has failed to

demonstrate it has arranged cover at least as good as that which would be arranged by the Council.

- 6.2.7.** Recovering of monies due from a school for services to the school, where a dispute over the monies has been referred to a dispute procedure set out in a service level agreement, and the result is that monies are owed by the school to the Council.
- 6.2.8.** Recovery of penalties imposed on the Council by the Board of Inland Revenue, the Contributions Agency or HM Revenue & Customs as a result of school negligence.
- 6.2.9.** Recovery of any penalties or fees resulting from intervention by HSE in accordance with HSE regulations where the school has failed to follow the Council's advice/policy/procedures or as a result of negligence by the school.
- 6.2.10.** Correction, within reason, of Council errors in calculating charges to a budget share e.g. pension deductions.
- 6.2.11.** Additional transport costs incurred by the Council arising from decisions by the governing body/Headteacher on the length of school day, and failure to notify the Council of non-pupil days resulting in unnecessary transport costs.
- 6.2.12.** Legal costs which are incurred by the Council because the governing body did not accept the advice of the Council.
- 6.2.13.** Cost of necessary health and safety training for staff by the Council, where funding for training has been delegated but the necessary training has not been carried out.
- 6.2.14.** Compensation paid to a lender where a school enters into a contract for borrowing beyond its legal powers, and the contract is of no effect.
- 6.2.15.** Cost of work done in respect of teacher pension remittance and records for schools using non-Council payroll contractors, the charge will be the minimum to meet the cost of the Council's compliance with its statutory obligations.
- 6.2.16.** Costs incurred by the Council in securing provision specified in a statement of SEN where the governing body of a school fails to secure such provision despite the delegation of funds in respect of that statements.

**6.2.17.** Costs incurred by the Council due to submission by the school of incorrect data.

**6.2.18.** Recovery of amounts spent from specific grants on ineligible purposes.

**6.2.19.** Costs incurred by the Council as a result of the governing body being in breach of the terms of a contract.

**6.2.20.** It is vital that schools follow Council advice; failure to do so will result in the school being charged any costs resulting from their action or inaction whatsoever the circumstances. The above is not exhaustive and will be amended from time to time by the Council following full consultation with all interested parties and will require the approval of Welsh Government.

## **7. TAXATION**

### **7.1. Value Added Tax (VAT)**

**7.1.1.** VAT reclaimed will be passed back to the school concerned. For detailed guidance on treatment of VAT, refer to the VAT manual issued by the Section 151 Officer who will be able to offer further advice, guidance or clarification.

### **7.2. Construction Industry Scheme (CIS)**

**7.2.1.** Schools are required to abide by the procedures issued by the Council in connection with CIS. Failure to do so will result in the schools budget share being charged the effect of any penalty levied by HM Revenue & Customs.

### **7.3. IR35**

**7.3.1.** Schools are required to abide by the procedures issued by the Council in connection with IR35. Failure to do so will result in the schools budget share being charged the effect of any penalty levied by HM Revenue & Customs.

## **8. THE PROVISION OF SERVICES AND FACILITIES BY THE COUNCIL**

### **8.1. Provision of services bought back from the Council using delegated budgets**

8.1.1. Services provided by the Council for which expenditure cannot be retained centrally will be offered at prices which are intended to generate income which is no less than the cost of providing the services. The total cost of the service must be met by the total income, even if schools are charged differentially.

### **8.2. Provision of Services from Centrally Retained Budgets**

8.2.1. The Council is able to determine what basis services, including Premature Retirement Compensation (PRC) and redundancy payments, from centrally retained funds, will be provided to schools.

8.2.2. The Council will not discriminate on the level of service it provides to different categories of school except where:

- funding has been delegated to some schools only
- such discrimination is justified by differences in statutory duty.

### **8.3. Timescale for the Provision of Services Bought Back from the Council using Delegated Budgets**

8.3.1. Where a school enters into an agreement to purchase services or facilities from the Council, the terms of the agreement will be specified within the SLA Services to Schools brochure

### **8.4. Packaging**

8.4.1. The Council will offer to provide services on a buy back basis either as a package of services or a service-by-service basis.

8.4.2. Schools will be able to decide which services they wish to buy back from the Council.

### **8.5. Service Level Agreement (SLAs)**

8.5.1. Where services or facilities are provided, by the Council to schools, under a service level agreement (SLA), whether without charge or on a buy-back basis, the terms of the SLA will be reviewed annually.

**8.5.2.** Services will be available on an ad hoc basis, as well as on the basis of SLAs wherever possible. The charges for ad hoc services will differ from SLA charges.

**8.5.3.** The Budget forum will be consulted on any significant changes to service level agreements.

## **8.6. Pooled budgets**

**8.6.1.** In order to mitigate schools from individual financial risk the Council can delegate new budgets to schools on a pooled basis where there has been full consultation and agreement from the budget forum.

**8.6.2.** These delegated budgets are paid into pooled funds and re-distributed based on need.

**8.6.3.** There are currently two pooled budgets in operation which are

- The Additional Needs Fund
- The Breakfast Club Fund

## **8.7. In-house Long Term Supply and Maternity Schemes**

**8.7.1.** The Council operates in-house maternity and long term supply cover schemes which schools can opt in to.

**8.7.2.** Premiums charged to schools must be sufficient to cover the cost of the scheme and will be reset annually in consultation with the budget forum.

**8.7.3.** These schemes should not generate a profit, but should carry a reasonable reserve in order to meet a potential deficit.



## **9. INSURANCE**

### **9.1. Insurance Cover**

- 9.1.1.** The Section 151 Officer shall effect all insurance cover and negotiate all claims in consultation with appropriate officers/staff where necessary.
- 9.1.2.** The Headteacher shall notify the Section 151 Officer of all new risks, properties, plant, machinery or vehicles that require to be insured and of any alterations affecting existing insurances e.g. disposal of assets.
- 9.1.3.** The Headteacher shall notify the Section 151 Officer in writing of any loss, liability of damage or any event likely to lead to a claim, and where necessary, inform the police. The Headteacher shall submit claims in such a form as required by the Section 151 Officer.
- 9.1.4.** All employees of the Council will be included in suitable fidelity guarantee insurance.
- 9.1.5.** The Council will arrange appropriate insurance cover for governors for any potential liability in negligence towards employees or third parties incurred in consequence of actions taken by them in good faith in the exercise of their responsibilities as governors.

## **10. MISCELLANEOUS**

### **10.1. Right of Access to Information**

**10.1.1.** Governing bodies are required to supply, with the exception of internal reports to the governing body on financial matters, all financial and other information that might reasonably be required to enable the Council to satisfy itself as to the school's management of its delegated budget share, or the use by it of any central expenditure provided by the Council for the school.

### **10.2. Liability of Governors**

**10.2.1.** As the governing body is a corporate body and in accordance with the terms of section 50(7) of the SSFA, governors of maintained schools do not incur personal liability in the exercise of their power to spend the delegated budget share, provided they act within their powers, in good faith and with the same care that they would apply to their own financial affairs.

### **10.3. Governors Expenses**

**10.3.1.** The Council can delegate funds to meet governors' expenses to the governing body of a school yet to receive a delegated budget.

**10.3.2.** Under Schedule 11 of the SSFA, only allowances in respect of purposes specified in regulations may be paid from a school's delegated budget share.

**10.3.3.** This scheme prohibits payment of any other allowances.

**10.3.4.** Schools are barred from payment of expenses duplicating those paid by the Welsh Government to additional governors appointed by them to schools under special measures.

### **10.4. Responsibility for Legal Costs**

**10.4.1.** Legal costs incurred by the governing body, although the responsibility of the Council as part of the cost of maintaining the school (unless they relate to the statutory responsibility of voluntary aided school governors for buildings) may be charged to the schools delegated budget share unless the governing body acts in accordance with the advice of the Council.

**10.4.2.** The costs referred to in 10.4.1 are those of legal actions, including costs awarded against the Council; not the cost of legal advice provided.

**10.4.3.** Where there is a conflict of interest between the Council and the governing body the governing body are able to seek, and pay from its budget share, independent legal advice

#### **10.5. Health and Safety**

**10.5.1.** In expending the school's delegated budget share, the governing body should have regard to the duties placed on the Council in relation to health and safety and to the Council's health and safety policy in the management of the budget share.

**10.5.2.** The Council under Section 29 (5) of the EA 2002 may issue directions to the governing body and headteacher of a community, community special, voluntary controlled or maintained nursery school on health & safety matters. These directions are enforceable, so far as governing bodies are concerned, under Section 497 of the Education Act 1996 if not complied with.

#### **10.6. Right of Attendance for Section 151 Officer**

**10.6.1.** Governing bodies are required to permit the Section 151 Officer, or his/her representative, to attend meetings of the governing body at which any agenda items are relevant to the exercise of his/her responsibilities.

#### **10.7. Delegation to New School**

**10.7.1.** The Council is able to delegate selectively and optionally to the governing bodies of schools that have yet to receive delegated budgets.

#### **10.8. Pupils Permanently Excluded**

**10.8.1.** Where during the course of a financial year a pupil is permanently excluded from a school covered by the scheme, that school's budget share for that year will be reduced by an amount required by the School Standards and Framework Act 1998 (SSFA) and the School Funding (Wales) Regulations 2010.

**10.8.2.** Where during the course of a financial year, a school admits a pupil who has been permanently excluded in that year from a school maintained by the Council, the Council will allocate to that school an

amount for the rest of the financial year required by the School Standards and Framework Act 1998 (SSFA) and the School Funding (Wales) Regulations 2010.

#### **10.9. Premature Retirement Compensation**

**10.9.1.** Costs in respect of premature retirement will fall to be met from the school's delegated budget share unless the Council agrees in writing that they shall not be so met. All schools will need to consult the Council about all such retirements.

**10.9.2.** Costs incurred by the Council in respect of the dismissal, or for the purpose of securing the resignation, of any member of staff of a maintained school are not met from the school's delegated budget unless the Council has good reason to deduct them from that budget. Such reasons might include going against specific advice from the Council, or making payments that were excessive in relation to the Council's own practice.

#### **10.10. Special Educational Needs**

**10.10.1.** Schools are required to use their best endeavours in spending their budget share to secure effective provision for pupils with special educational needs. Schools should submit cases for funding to the Additional Needs Panel for pupils who have higher level identified needs in line with the Additional Needs Fund procedures.

#### **10.11. "Whistle Blowing"**

**10.11.1.** School staff and/or governors who wish to complain about financial management or financial propriety at a school are required to follow the Council's Whistleblowing Policy as attached at Appendix 5.

#### **10.12. Child Protection**

**10.12.1.** Schools are required to release staff to attend child protection case conferences and related events. All costs related to the release of staff and attendance at such conferences and/or events are to be met from the schools delegated budget unless the Director of Learning and Skills agrees otherwise.

## **11. RESPONSIBILITY FOR REPAIRS AND MAINTENANCE**

### **11.1. General**

- 11.1.1.** The categories of work which governing bodies must expect to finance from their delegated budget share is shown at Appendix 4.
- 11.1.2.** The Council will retain centrally funding for all works of a Capital nature in accordance with the CIPFA Code of Practice on Council accounting.
- 11.1.3.** Governing bodies of voluntary aided schools will continue to be eligible for grant from the Welsh Government in respect of their statutory responsibilities.
- 11.1.4.** Governing bodies of voluntary aided schools will have responsibility for other repair and maintenance items on the same basis as Community and Foundation schools.

## **APPENDIX 1**

### **STRATEGIC MANAGEMENT**

This covers the overall management of the Council's responsibilities and includes expenditure on the following activities.

- Director of Learning and Skills plus personal staff.
- Corporate planning for the education service as a whole.
- Administration of committees dealing with education and other member bodies.
- Functions under s151 of the Local Government Act 1972 including internal and external audit.

Other financial duties on the Council including:

- Functions under Part 1 of the Local Government Act 1999 or Part 1 of the Local Government (Wales) Measure 2009;
- revenue budget preparation including monitoring and closure of accounts;
- devolved funding scheme preparation;
- administration of grants;
- financial monitoring of non-delegated expenditure;
- monitoring of compliance with the requirements of the scheme;
- functions under section 27 of the 2002 Act (provision of community facilities by governing bodies);
- personnel management for staff funded by non-delegated budgets including appointment, dismissal and retirement;
- expenditure relating to a binding agreement with another local Council for the operation of a facility provided partly but not solely for schools;
- the Council's functions relating to the appointment and dismissal of employees;
- consultation with stakeholders;
- compliance with the Council's duties under Health & Safety at Work legislation;
- expenditure incurred in connection with functions relating to supervision by authorities of companies formed by governing bodies;
- expenditure in connection with monitoring the performance of schools including the management of the delegated budgets and governance of schools;
- expenditure in respect of teacher's emoluments under section 19(9) of the Teaching and Higher Education Act 1998 and functions under section 19(2);
- legal services relating to the statutory responsibilities of the Council;

- the preparation of the early years development plan;
- the preparation and review of plans involving collaboration with other Local Authorities and /or agencies;
- grant funded and matched expenditure for cross-service programmes;
- support for IT systems;
- implementation of Behaviour Support Plans;
- expenditure on monitoring National Curriculum assessment arrangements;
- the duty to convene and support SACRE;
- early retirement and redundancy costs not chargeable to school budgets and administration of pension funds and pension schemes including retrospective membership of pension schemes;
- insurance;
- supply cover for union facility time, health & safety and reserve forces;
- the establishment and maintenance of the school forums;
- investigate staff or potential staff paid or otherwise to work at or for schools
- the remittance of fees payable to Education Workforce Wales (EWC)
- investigation and resolution of complaints;
- compliance with duties under Health & Safety, Race Relations and Disability Discrimination legislation;
- appoint and train governors and making instruments of government;
- expenditure incurred in relation to training of clerks to governing bodies;
- advice to governing bodies relating to staff remuneration;
- Determination of conditions of service for non-teaching staff and advice to schools on the grading of such staff.
- provision of information to or at the request of government agencies;
- subscriptions up to 0.2% of the Council's schools budget;
- Expenditure for purposes not identified elsewhere up to 0.1% of the Council's schools budget.

## **APPENDIX 2**

### **ACCESS TO EDUCATION**

This covers the Council's responsibilities for providing an education infrastructure and includes expenditure on the following activities: -

- Management of the Council's capital programme including preparation and review of an asset management plan.
- Planning the supply of school places, including the preparation and adoption of the school organisation plan.
- Administration of the system of admissions of pupils to schools including expenditure incurred in carrying out consultations and appeals and establishment and maintenance of an Admissions Forum;
- The Council's functions in relation to the exclusion of pupils from schools including advice to parents of an excluded pupil.
- The Council's functions in relation to home to school transport including the Learner Travel (Wales) Measure 2008.
- The Council's functions in relation to the provision and administration of clothing grants, boarding grants and educational maintenance allowances.
- The Council's functions in relation to school attendance including the Education Welfare Service.
- Expenditure on the provision and support for students including expenditure on discretionary grants;
- The determination of eligibility of a pupil for free meals.
- The provision of education to pupils in other LAs or in schools not maintained by any Council.



## **APPENDIX 3**

### **LIST OF SCHOOLS COVERED BY THE SCHEME**

#### **Primary Schools**

- Albert Primary School
- All Saints C/W Primary School
- Barry Island Primary School
- Cadoxton Primary School
- Cogan Primary School
- Colcot Primary School
- Dinas Powys Primary School
- Evenlode Primary School
- Fairfield Primary School
- Oakfield Primary School
- Gladstone Primary School
- Gwenfo C/W Primary School
- High Street Primary School
- Holton Primary School
- Jenner Park Primary School
- Llandough Primary School
- Llanfair Primary School
- Llangan Primary School
- Llansannor C/W Primary School
- Palmerston Primary School
- Pendoylan C/W Primary School
- Peterston-S-Ely C/W Primary School
- Rhws Primary School
- Romilly Primary School
- South Point Primary School
- St Andrew's Major C/W Primary School
- St Athan Primary School
- St Bride's Major C/W Primary School
- St David's C/W Primary School
- St Helen's R/C Primary School
- St Illtyd Primary School
- St Joseph's R/C Primary School
- St Nicholas C/W Primary School
- Sully Primary School
- Victoria Primary School
- Wick & Marcross C/W Primary School
- Y Bont Faen Primary School
- Ysgol Gwaun y Nant

- Ysgol Dewi Sant
- Ysgol Iolo Morganwg
- Ysgol Pen-y-Garth
- Ysgol Sant Baruc
- Ysgol Sant Curig
- Ysgol Y Ddraig

### **Secondary Schools**

- Cowbridge Comprehensive School
- Llantwit Major School
- Pencoedtre High School
- St Cyres Comprehensive School
- St Richard Gwyn RC High School
- Stanwell School
- Whitmore High School

### **Special Schools**

- Ysgol Y Deri

### **Nursery Schools**

- Bute Cottage Nursery School
- Cogan Nursery School

### **Age 3-19 Schools**

- Ysgol Gyfun Bro Morgannwg

## APPENDIX 4

### **CAPITAL /REVENUE SPLIT - ILLUSTRATIVE EXAMPLES IN LINE WITH CIPFA CODE OF PRACTICE**

<b>ELEMENT</b>	<b>CAPITAL: AS CIPFA CODE OF PRACTICE</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>VA SCHOOL GOVERNING BODY</b>
<b>Roofs</b>			
<u>Flat roofs</u>	Structure. New (not replacement) structure	Repair/replacement of small parts of an existing structure	New structure and repair replacement of structure
<u>Flat roofs</u>	Structure. Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of the structure	Replace small areas of rotten or defective timber, make good minor areas of spalling concrete where reinforcing bars exposed	Replacement of structure
<u>Flat roofs</u>	Screed / insulation in a new building/extension	Repair/replacement of screed/ insulation where defective.	New screed/insulation and repairs
<u>Flat roofs</u>	Screed / insulation. Replacement/repair of substantially all. Improve effectiveness of insulation	Work to improve insulation standards, during work to repair/ replace small areas of roof.	Replacement/repair of screed/insulation
<u>Flat roofs</u>	Finish on new build. Replacement of all/substantially all on existing roof	Replacement of roof finish on existing building, to under capital value limit. Re-coating chippings to improve life expectancy	Finish on new build. Replacement of roof finish on existing building. Re-coating
<u>Flat roofs</u>	Edge Trim/ Fascia on new build	Repairs/ replacement. (uPVC) Repainting.	Edge Trim/fascia on new build and repairs/ replacement/ repainting

<b>ELEMENT</b>	<b>CAPITAL: AS CIPFA CODE OF PRACTICE</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>VA SCHOOL GOVERNING BODY</b>
<u>Flat roofs</u>	Edge Trim/ Fascia, Replacement of all/substantially all on existing roof	Repairs/ replacement. (uPVC) Repainting.	Replacement of edge Trim/Fascia on existing building
<u>Flat roofs</u>	Drainage on new build	Clearing out gutters and downpipes. Replacement/repair/ repainting of/ individual gutters/pipes	Drainage on new building and repairs/replacement/ repainting ( <u>NOT</u> cleaning gutters/downpipes)
<u>Flat roofs</u>	Other e.g. Flashings, Rooflights on new build Replacement of all/substantially all on existing roof	Repair/ Replacement/ cleaning of individual items	Flashings/rooflights on new building and repair/replacement ( <u>NOT</u> cleaning)
<u>Pitched roofs</u>	Structure. New (not replacement) structure	Repair/replacement of small parts of an existing structure	Structure of new roof and all repairs <u>EXCEPT</u> trusses (i.e. internal repairs)
<u>Pitched roofs</u>	Structure. Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of the structure	Replace/ repair small areas of rotten/ defective joists, rafters, purlins etc. Not complete trusses	Replacement of internal structure <u>EXCEPT</u> trusses (i.e. internal repairs)
<u>Pitched roofs</u>	Insulation in a new building/extension	Repair/replacement/ increasing thickness of insulation in an existing roof	Insulation in new building and repair/replacement.
<u>Pitched roofs</u>	Insulation. Replacement /repair of substantially all. Improve insulation to current standards.		Repair/replacement or improve insulation

<b>ELEMENT</b>	<b>CAPITAL: AS CIPFA CODE OF PRACTICE</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>VA SCHOOL GOVERNING BODY</b>
<u>Pitched roofs</u>	Roof finish in a new building/extension, replacement of all/substantially all on existing roof	Replace missing/damaged	Finish in new building/extension and repair/replacement in existing building
<u>Pitched roofs</u>	Bargeboards/Fascias in a new building/extension, replacement of all/substantially all on existing roof	Repairs/ replacement/ repainting	Bargeboards/fascias in new building/extension and repairs/replacement/ repainting in existing building
<u>Pitched roofs</u>	Drainage in a new building/extension	Clearing out gutters and downpipes. Replacement/repairs of individual pipes/gutters	Drainage in new building/extension and repair/replacement. ( <u>NOT</u> cleaning guttering or downpipes)
<u>Pitched roofs</u>	Drainage. Replacement of all/substantially all on existing roof		Drainage replacement in existing roof.
<u>Pitched roofs</u>	Other e.g. Flashings, Roof windows in a new building/ extension, replacement of all/substantially all on existing roof	Repair/ Replacement /cleaning	Flashings, roof windows in new building/ extension and repair replacement ( <u>NOT</u> cleaning) in existing roof
<u>Other roofs</u>	Provide new covered link etc. between existing buildings	Minor repairs, maintenance to existing covered link	Provide new covered link and repairs to existing. ( <u>NOT</u> cleaning)
<u>Other roofs</u>	Rebuild or substantially repair structure of existing covered link		Re-build or repair structure of existing covered link.
<u>Other roofs</u>	Add porch etc. to existing building	Minor repairs, maintenance to existing	Add new porch and minor repairs to existing

<b>ELEMENT</b>	<b>CAPITAL: AS CIPFA CODE OF PRACTICE</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>VA SCHOOL GOVERNING BODY</b>
<u>Other roofs</u>	Rebuild or substantially repair structure of existing porch		Re-build or repair existing porch.
<b>Floors</b>			
<u>Ground Floor</u>	Structure and dpc in new building	Repair/replacement of small parts of an existing structure	Structure and dpc of new building and repair replacement to existing structure
<u>Ground Floor</u>	Structure and dpc - Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of the structure		
<u>Ground Floor</u>	Screed and finish in new build, replacement of all/substantially all on existing floor - e.g. replacement of most carpets/ tiles in a room	Replacement and repair of screed and finishes/ Replacement of mats/ matwells. Maintenance e.g. revarnishing wooden floors.	Provide screed and finish in new buildings ( <u>NOT</u> repairs to finishes, matwells etc.)
<u>Upper Floor</u>	Structure - as ground floor	As ground floor	As ground floor
<u>Upper Floor</u>	Screed and Finish - as ground floor	Repairs of finishes/ Replacement - as ground floor	As ground floor
<b>Ceilings</b>			
<u>Ceilings - Top/ only storey</u>	Suspension	Repair/ replacement incl. from water damage, & necessary decoration	Provision, ( <u>NOT</u> repair or replacement)
<u>Ceilings - Top/ only storey</u>	Membrane		Provision, ( <u>NOT</u> repair or replacement)

<b>ELEMENT</b>	<b>CAPITAL: AS CIPFA CODE OF PRACTICE</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>VA SCHOOL GOVERNING BODY</b>
<u>Ceilings - Top/ only storey</u>	Fixed	Repair/ replacement inc. water damage	Provision, ( <u>NOT</u> repair or replacement)
<u>Ceilings - Top/ only storey</u>	Access panels	Repair/ replacement	Provision, ( <u>NOT</u> repair or replacement)
<u>Ceilings - Lower storeys</u>	Suspension	Repair/ replacement	Provision, ( <u>NOT</u> repair or replacement)
<u>Ceilings - Lower storeys</u>	Membrane		Provision, ( <u>NOT</u> repair or replacement)
<u>Ceilings - Lower storeys</u>	Fixed	Repair/ replacement	Provision, ( <u>NOT</u> repair or replacement)
<u>All</u>	Specialist removal/ replacement of damaged/ disturbed Asbestos based materials, planned or emergency	Inspection/ air testing Applying sealant coats to asbestos surfaces for protection	Removal/replacement of damaged/disturbed asbestos <u>EXCEPT</u> where part of repair project.
<b>External walls</b>			
<u>Masonry/ cladding</u>	Structure Underpinning/ propping for new build	Repairs Preventive measures e.g. tree removal	Structure, underpinning/ propping of new building and repairs, ( <u>NOT</u> tree removal unless part of clearing new site)
<u>Masonry/ cladding</u>	External Finish on new build	Repair/replacement of small parts of an existing structure e.g. repointing/ recladding a proportion of a wall where failure has occurred.	External finish on new building and repairs/replacement of existing structure including re-pointing/re- cladding

<b>ELEMENT</b>	<b>CAPITAL: AS CIPFA CODE OF PRACTICE</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>VA SCHOOL GOVERNING BODY</b>
<u>Masonry/ cladding</u>	External Finish on existing build where needed to prevent imminent or correct actual major failure of the structure e.g. repointing/recladding work affecting most of a building / replacement build		External finish on existing building including correcting of structure.
<u>Windows and Doors</u>	Framing - new build	Repair/ replacement of individual frames. Repainting frames	New window frames and doors in new building and repairs/replacement ( <u>NOT</u> replacement/ repair/ re-painting of internal doors or windows)
<u>Windows and Doors</u>	Framing - structural replacement programme	Repair/ replacement of individual windows. Repainting frames	New windows in replacement programme
<u>Windows and Doors</u>	Glazing - new build	Replacing broken glass	Glazing new building and replace broken glass.
<u>Windows and Doors</u>	Glazing Upgrading existing glazing		Upgrading existing glazing
<u>Windows and Doors</u>	Ironmongery Improved security	Repair/ replacement, upgrading locks etc.	Ironmongery to improve security and repair/replacement.
<u>Windows and Doors</u>	Jointing including mastic joints		Jointing
<u>Windows and Doors</u>	Internal and external decorations to new build	Internal and external decoration to include cleaning down and preparation.	Internal and external decoration of new provision, external re-decoration ( <u>NOT</u> internal re-decoration)



<b>ELEMENT</b>	<b>CAPITAL: AS CIPFA CODE OF PRACTICE</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>VA SCHOOL GOVERNING BODY</b>
<u>Masonry chimneys</u>	Structure		Structure of chimneys
<u>Masonry chimneys</u>	Jointing including expansion and mortar joints/ pointing/ DPC	Repair/ re-pointing	Jointing/Pointing and dpc of chimneys and repair/re-pointing.
<b>Internal walls</b>			
<u>Solid internal walls</u>	Refurbishment and alterations	Minor alterations	
<u>Partitions</u>	Complete structure including linings, framing, glazing, decoration etc.	Repairs and redecoration.	New partitions, ( <u>Not</u> repair/ replacement)
<u>Partitions</u>	Refurbishment and alterations	Minor alterations	
<u>Doors &amp; Screens</u>	Framing/ Screens/ Doors to new buildings including glazing, ironmongery, jointing and internal decorations	Internal maintenance and redecoration. Repair/ replacement of defective doors and screens	Provision of new, ( <u>Not</u> repair/ replacement)
<u>All internal walls</u>	Glazing to meet statutory Health & Safety requirements	Replacement of broken glass	New glazing and replacement of broken glass, ( <u>Not</u> internal window repairs)
<b>Sanitary Services</b>			
<u>Lavatories</u>	In new buildings provision of all toilet fittings, waste plumbing and internal drainage.	Repair/ replacement of damaged sanitary ware, fittings, waste plumbing etc.	Provision. ( <u>Not</u> repair/ replacement of damaged sanitary ware)

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REPAIRS & MAINTENANCE	VA SCHOOL GOVERNING BODY
<u>Lavatories</u>	Large scale toilet refurbishment	Small areas of refurbishment	Provision / refurbishment (Not replacement of damaged sanitary ware)
<u>Lavatories</u>	Provision of disabled facilities, and specialist facilities related to pupils with statements	Repair/ replacement of damaged fittings, waste plumbing etc.	Provision, ( <u>Not</u> repair/ replacement of damaged fittings etc.)
<u>Kitchens</u>	Kitchens in new buildings complete with fittings, equipment, waste plumbing & internal drainage. Internal finishes & decorations.	Maintain kitchen to requirements of LA  Cleaning out drainage systems  Redecoration	
<u>Kitchens</u>	General refurbishment	Repairs	
<u>Kitchens</u>	Large and costly items of equipment	Repairs/ replacement parts	
<b>Mechanical Services</b>			
<u>Heating/ hot water</u>	Complete heating and hot water systems to new projects, including fuel, storage, controls, distribution, flues etc.	General maintenance of all boiler house plant including replacement of defective parts. Regular cleaning. Energy saving projects	Provision of complete system, ( <u>Not</u> repair/ replacement or maintenance)
<u>Heating/ hot water</u>	Safe removal of old/ damaged asbestos boiler and pipework insulation, where risk to Health & Safety.	Monitoring systems  Health & safety issues	

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REPAIRS & MAINTENANCE	VA SCHOOL GOVERNING BODY
<u>Heating/ hot water</u>	Planned replacement of old boiler/ controls systems past the end of their useful life	Replacement of defective parts	
	Emergency replacement of boiler plant/ systems		
<u>Cold water</u>	Provision of cold water services, storage tanks, distribution, boosters, hose reels etc. in major projects	Maintenance and repair/ replacement of defective parts such as servicing pipes. Annual servicing of cold water tanks.	Provision of complete system, ( <u>Not</u> repair/ replacement or maintenance)
<u>Gas</u>	Distribution on new and major refurbishment's, terminal units	Repairs, maintenance and gas safety All servicing	
<u>Ventilation</u>	Mechanical ventilation/ air conditioning to major projects	Provision of local ventilation. Repair/ replacement of defective systems and units	Provision, ( <u>Not</u> repair/ replacement)
<u>Other</u>	Swimming pool plant and its complete installation, including heat recovery systems	Repair/ replacement of parts to plant, pumps and controls. Water treatment equipment and all distribution pipework. Simple heat recovery systems. Solar heating plant and equipment.	If governors provided.

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REPAIRS & MAINTENANCE	VA SCHOOL GOVERNING BODY
<b>Electrical services</b>			
<u>General electrical</u>	Main switchgear and distribution in major projects.	Testing/ replacement of distribution boards. The repair and maintenance of all switchgear and interconnecting cables including that in temporary buildings.	Provision, ( <u>Not</u> repair/ replacement or maintenance)
<u>General electrical</u>	Replacement of obsolete and dangerous wiring systems, including distribution boards	All testing, earthing and bonding to meet Health & Safety. All servicing.	
<u>Power</u>	Control gear, distribution, fixed equipment, protection etc.	All testing, repair and replacement of small items of equipment	Provision, ( <u>Not</u> repair/ replacement)
<u>Lighting</u>	Provision of luminaires and emergency	Replacement of luminaires, all testing, adjustments and improvements to emergency	Provision, ( <u>Not</u> repair/ replacement)
<u>Other electrical</u>	Lightning protection in new build	Repair/ replacement	Provision and repair
<u>Other electrical</u>	Alarm systems, CCTV, lifts/ hoists etc.,	Repair and maintenance	Provision, ( <u>Not</u> repair or maintenance)
<u>Other electrical</u>	New installation of communication systems, radio/ TV, call, telephone, data transmission, IT etc. and provision in new build.	Repair/ replacement/ maintenance, including all door access systems	

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REPAIRS & MAINTENANCE	VA SCHOOL GOVERNING BODY
<b>External Works</b>			
<u>Pavings</u>	Provision of new roads, car parks, paths, court, terraces, play pitches, steps and handrails, as part of major project, including disabled access	Maintenance and repair Car park and playground markings.	Provision if part of statutory proposal project. <u>Not</u> repair or maintenance  Provision and repair of ramps and steps.
<u>Miscellaneous</u>	Provision of walls, fencing, gates and ancillary buildings as part of major project	Maintenance and repair of all perimeter/ boundary/ retaining walls, fencing and gates.	
<u>Drainage</u>	Drains, soakaways, inspection chambers and sewage plant as part of new projects	Maintenance and repair of drains, gullies, grease traps and manholes between buildings and main sewers. Cleaning of the above and unblocking as necessary.	Foul drainage plus external gutters and drainpipes. Not maintenance
<u>Open air pools</u>	Structure, Hygiene/ safety in new build	Hygiene, cleaning, maintenance and repairs, including replacement parts. Simple energy saving systems.	If governors provided.
<u>Services distribution</u>	Heating mains gas mains water mains electricity mains, renewal of any above.	Annual servicing	Provision grant aided but <u>not</u> for repair

## **APPENDIX 5**

### **'BLOWING THE WHISTLE' ON FINANCIAL MANAGEMENT OR FINANCIAL PROPRIETY AT A SCHOOL**

#### **1.Introduction**

The Vale of Glamorgan Council is committed to the provision of high quality service to the public and to meet this commitment is dependent on the quality of staff and management throughout all areas of the Council. The law requires that certain types of information must be available to members, auditors, government departments, service users and members of the public. The purpose of these procedures is to make school staff and governors aware of their responsibility to the public and to protect individuals who may need to disclose information concerning any financial management or financial propriety within the School.

#### **2. To Whom Procedures Apply**

The procedures apply to all employees of the Council and/or the school to include permanent and temporary employees, trainees, agency workers and school governors.

#### **3. Standards in Council procedures at present**

School staff and governors are expected to:-

- give the highest possible standard of service
- where it is part of your duties, provide appropriate advice to other employees and Councillors with impartiality
- be aware of the types of information within the Council, which are open and which are not, and act accordingly
- not use any information obtained in the course of their employment or term of office as governor for personal gain or benefit, nor pass any information to others who might use it in such a way

#### **4. Additional Standards**

Notwithstanding safeguards already in place bad practice can still exist. As a safeguard for the Council and in keeping with the Public Interest Disclosure Act 1998 the following framework has been established within which staff and governors are able to 'blow the whistle' in the public interest on any financial management of propriety at the school.

Essentially such a framework will promote an open culture whereby staff and governors are seen to have a moral obligation, a right and a duty to raise concerns on bad practice. This culture includes the duty of headteachers to ensure that staff can easily express concerns and have those concerns dealt with fairly and

thoroughly without the risk of recrimination.

## **5. Guidelines for School Staff and Governors**

Blowing the whistle is often difficult and can cause ill feeling. However, it has to be faced if problems are not to escalate. The responsibility for raising concerns rests with any person, whatever their position, who has a reasonable belief that an unacceptable practice is taking place. Ideally questions of bad practice should be dealt with before they reach the whistle blowing stage by raising questions about any area of concern during staff or governing body meetings, so that practices can be modified before they cause concern.

There is, of course, a need to ensure that any investigation process is not misused and, therefore, any abuse, such as raising unfounded malicious allegations, will itself be treated as a serious disciplinary matter.

## **6. Raising your Concerns**

If you reasonably believe that the concerns should be disclosed you should: -

- deal with the matter promptly,
- make an immediate note of your concerns [note all relevant details such as what was said in telephone or other conversations, the date, time and the names of any parties involved particularly any witnesses]
- you should not attempt to investigate suspected malpractice yourself
- convey your suspicions to someone with the appropriate authority and experience, initially the headteacher or chair of governors
- if you believe that these may be implicated, raise your concerns with the Director of Learning and Skills.
- if necessary, the following route may be used for staff and governors to raise such concerns in strict confidence:
  - The Council's Chief Internal Auditor
  - The Council's confidential Fraud Hotline [Tel: 0800 7312525].
  - The Section 151 Officer
  - The Head of Human Resources and Equalities or
  - The Head of Legal Services.
  - The Leader or Deputy Leader of the Council.

## **7. Protection for the 'Whistle Blower'**

Any concerns you may raise to senior staff or any further reports will be treated in the strictest of confidence.

Your identity will be withheld until the latest opportunity when disclosure is dictated

in furtherance of natural or prescribed justice.

In order to protect individuals and the Council initial enquiries will be made to decide whether an investigation is appropriate and if so what form it should take.

You will not be discriminated against for legitimate use of the policy and procedures.

The Council will take steps to minimise any difficulties that you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, the Council will advise you about the procedure.

## **8. Guidelines for Managers**

An employee or governor must not be afraid of raising any concerns they may have concerning financial management or propriety within the school, and must not suffer any disadvantage as a result of voicing a reasonably held suspicion. Senior Management is expected to deal swiftly and thoroughly with concerns. In following up any concerns clearly defined procedures will be adopted. When receiving a complaint or concern over bad practice the following steps should be taken:

- deal with the matter promptly
- advise the employee or governor that the complaint/concerns and any follow-up reports will be treated with the strictest confidentiality
- treat all staff and governors concerns seriously and sensitively
- question the employee or governor sufficiently to be assured that there is a genuine cause for concern
- note all relevant details, get as much information as possible, if the individual has made notes, obtain these also
- advise the employee or governor, that if necessary, further information will be sought from them
- note any documentary evidence which may exist to support the allegations made
- ensure that the evidence is sound, adequately supported and secure - do not interfere with the evidence in any way
- evaluate the allegation objectively, before taking the matter further, determine whether any suspicions appear to be justified
- be objective when assessing the issue, consider the facts as they appear, based on the information you have to hand
- some concerns may be resolved by agreed action without the need for investigation



- if in doubt, report suspicions anyway
- take immediate action to ensure that no one is at risk of harm or injury
- check out the next steps for action with a senior manager if the issue is outside your direct remit
- take necessary action to protect the whistle blower, any witnesses and any evidence from being tampered with
- the employee's or governors identity must be withheld until the latest opportunity when disclosure is dictated in furtherance of natural or prescribed justice
- follow Council policies/procedures as appropriate, be aware of all related policies which include:-

The Anti-Fraud and Corruption Strategy

The National Code of Conduct

The Council's Code of Conduct

Code of Conduct related to personal professional qualifications

Standing Orders and Financial Regulations

The above list is not exhaustive and further information on policies and procedures are available from your Personnel Officer, the Council's Monitoring Officer, the Managing Director, the Section 151 Officer, or on the Council's Intranet.

- report to senior staff for decision on handling inquiries, press coverage and other management action to support people affected by the event
- make a record of all action taken

## **9. How the Council will Respond**

The action taken by the Council will depend on the nature of the concern. The matters raised may:

- be investigated internally
- be referred to the Police
- be referred to the District Auditor, or
- form the subject of an independent inquiry

Some concerns may be resolved by agreed action without the need for investigation.

The Council accepts that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, you will receive information about the outcome of any investigations.

## **10. Footnote to all guidelines:**

If disclosing within the Council is ineffective, it is possible to extend the information to a wider audience including your M.P., Assembly Member, or to the Local Government Ombudsman. This step should be taken only where opportunities to raise matters internally have been exhausted.

## **11. Protection**

You are obliged to, and encouraged to raise serious matters of concern through this procedure. You are also entitled to be protected in law from any adverse actions being taken against you as a result of a disclosure in accordance with this procedure. The Council is committed to open and transparent government and to ensure that all employees and governors are fairly treated when they have legitimate concerns to raise.

## **APPENDIX 6**

### **PROTOCOL FOR KEY STEPS TO UNDERTAKE SCHOOL CAPITAL PROJECTS**

1. Any school wishing to undertake any work of a capital nature must at the outset seek the formal written approval of the Director of Learning and Skills. This approval is needed prior to the commencement of any feasibility or other preliminary work. Approval for a capital scheme is required irrespective of the source of funding. The Scheme for Financing of Schools describes relevant work that is defined as being of a capital nature.
2. Once approval to a scheme has been given, the Director of Learning and Skills will have responsibility to notify the relevant Directors. The Directors will have responsibility for identifying all investigative work that is necessary before the project can be commenced.
3. All projects must have a nominated, suitably qualified Project manager approved by the Council. One key responsibility will be to ensure that the investigation work identified by other Directorates is carried out before the project is allowed to start.
4. The school must maintain liaison with the Council throughout the lifetime of the proposed project.
5. Feasibility work, including costing and design, must be carried out by surveyors and architects who have been approved by the Council. The feasibility work must also identify any need for asbestos testing and assess all health and safety implications. All on-going revenue costs must also be identified with a clear plan as to how these will be funded.
6. All project documentation and contractual documentation must be prepared in liaison with the appropriate Directorates and Officers of the Council. The documentation must identify the need for appropriate planning and building regulation approvals. The documentation also needs to clarify that the Council owns the land/buildings and also to clarify the split of responsibility between the school and the LEA.
7. Tendering for all contractors and suppliers must be in accordance with the relevant Financial Procedure Rules and Contract Procedure Rules. Schools must be aware of the limits in respect of tendering. Larger contracts will need to be procured in accordance with the Council's Contract Procedure Rules. Schools have a responsibility to check before procurement begins.

8. All contracts must be written. Contracts in excess of £75,000 must be referred to the Head of Legal Services for appropriate advice. All contractors used must be accredited and possess suitable liability insurance.
9. At the end of each financial year, a statement of capital value of works for each project will need to be prepared by the Project Manager and submitted to the Section 151 Officer.

## **APPENDIX 7**

### **Information to Include on Schools Asset Inventory Register**

The following information must be included on the Schools Asset Inventory Register

- Name of school
- Name of person preparing inventory
- Date of preparation
- Serial number
- Make/model
- Name of asset/equipment
- Description
- Quantity
- Date of acquisition
- Date of installation
- Purchase Price
- Department
- Location
- Date of discard
- Resale value (if applicable)
- Notes

Schools can construct their own inventory template providing the required information is included. Alternatively, an excel template will be provided by the Learning and Skills Finance Team on request.

## APPENDIX 8

### SCHOOL UNOFFICIAL/PRIVATE FUNDS ANNUAL CERTIFICATE

#### PART 1:

School Name	
Title of Fund	
Bank	
Committee (e.g. Finance)	
Chair	
Committee Members	
Auditor	
Date of Last Committee Meeting	

#### Declaration

I Certify that the above information is correct and that the private/unofficial fund has been administered in line with the specifications of the Finance Scheme for Schools.

Signed (Head teacher)	
Print Name	
Date	
Signed (Chair of Governing Body)	
Print Name	
Date	

#### Part 2:

#### AUDITOR'S CERTIFICATE

I have read the guidance within the Finance Scheme for Schools with regards to private and unofficial funds. I certify that I have examined the books and records relating to this schools private/unofficial fund for the period from ..... to ..... and can confirm that the attached Summary of Accounts represents a true and fair view of the fund as at 31<sup>st</sup> March 20... .

I attach a copy of the School Private Funds auditor's checklist, and a Summary of Accounts

Signed (Auditor)	
Print Name	
Date	

## SCHOOL PRIVATE FUND (Example Year end Accounts)

### SUMMARY OF ACCOUNTS FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2022

Activity	Receipts	Payments
Tuck Shop	324.38	118.80
Sale of Christmas Cards	64.00	50.00
Concert	137.50	0.00
Museum visit	225.00	225.00
Other	263.20	75.00
<b>TOTAL</b>	<b>1,014.08</b>	<b>468.80</b>

Opening balance in hand 1 <sup>st</sup> April 2021	£1,417.72
ADD: receipts during year	£1,014.08
Subtotal	£2,431.80
LESS: Payments during the year	£468.80
<b>Closing balance in hand 31<sup>st</sup> March 2022</b>	<b>£1,963.00</b>

Signed (Auditor)	
Print Name	
Date	

### **SCHOOL PRIVATE/UNOFFICIAL AUDIT CHECKLIST**

*(To be attached to the auditor's certificate)*

Completed by	
School	
Period of Examination	

	<b>Question</b>	<b>Y / N / n/a</b>	<b>Comments</b>
1.	Has the school provided you with the following information? <ul style="list-style-type: none"> <li>• Cash book/ledger?</li> <li>• Daily record of income/receipt book?</li> <li>• Cheque book(s) and stubs?</li> <li>• Bank Paying in book?</li> <li>• Bank account statements?</li> <li>• Vouchers/invoices to support expenditure</li> <li>• Bank deposit statements?</li> <li>• Statement of account for individual trips and money raising activities?</li> </ul>		
2.	Is the cash book/ledger arithmetically correct?		
3.	Opening Balance verification <ul style="list-style-type: none"> <li>• Has the opening balance from the previous financial year been brought forward correctly?</li> <li>• Have old/previous accounts been correctly closed?</li> <li>• Have balances from closed accounts been correctly transferred?</li> <li>• Has confirmation of the balance brought forward been evidenced?</li> </ul>		
4.	Does the cash balance in the cash book/ledger reconcile to the bank account statement?		
5.	Are all items of expenditure supported by original receipts? <ul style="list-style-type: none"> <li>• Where not, has a record of expenditure made without receipt been completed and signed by the Treasurer and witnessed by a second person?</li> </ul>		
6.	Has income been recorded on a daily record of income or similar receipt book?		
7.	Has all income received been banked promptly?		
8.	Has all income received been banked intact (i.e. without deductions for expenses)		
9.	Trips and fund-raising activities <ul style="list-style-type: none"> <li>• Have individual statements of accounts been prepared for individual trips and fund-raising activities</li> <li>• Are these statements in accordance with entries in the cash book</li> </ul>		
10.	Can you confirm that the school does not retain any income generated from the following in the unofficial/private fund <ul style="list-style-type: none"> <li>• Lettings</li> </ul>		



	<ul style="list-style-type: none"> <li>• Childcare fees</li> <li>• Afterschool club fees</li> </ul> <p><i>(note – only funds raised by Governing Bodies and PTA's can be retained in the private fund. All other income generated should be paid into the school's main budget)</i></p> <ul style="list-style-type: none"> <li>• Can you confirm that any such income that may have been collected into the unofficial fund has now been promptly paid into the school's main budget?</li> </ul>		
11.	Has the school fund been used only for activities which are within the scope of the school fund.		
12.	<p>Does the School Fund hold any stocks of items in respect of Fund-raising activities? (e.g. Tuck shops, school clothing etc.)</p> <ul style="list-style-type: none"> <li>• If yes, are stock control sheets maintained?</li> <li>• Can stock movements be reconciled to payments and receipts in the Fund's cash book /ledger?</li> </ul>		