Ellingham CE VC & Woodton Primary Federation

WHOLE SCHOOL POLICY FOR

Finance
(Including Charging)

Date Reviewed:	Agreed by Governors:	Date for Next Review:
July 2026	July 2026	June 2027

Our vision is to love our neighbour, enabling everyone to flourish and to reach their full potential.

RESPECT | CHALLENGE | INSPIRE | RESILIENCE | NURTURE | ASPIRATION

A Statement of Internal Control For Schools

1 This statement relates to the Consistent Financial Reporting (CFR) Return for Ellingham CE VC & Woodton Primary schools for the year ended April 2026. The Federated governing body is responsible for ensuring that the school:

- Keeps proper accounting records during the year which will disclose, with reasonable accuracy and at any time, the financial position of the school, have been drawn up in accordance with the DCSF (CFR) guidelines, and will enable it to prepare an annual income and expenditure statement that complies with DCSF guidelines
- Maintains and operates an effective system of internal control to safeguard all the resources delegated, granted or otherwise entrusted to the school and ensure they are used cost effectively

2 The system of internal control has been developed and is coordinated by the head teacher. It aims to provide as much assurance as is reasonably possible (not absolute assurance) that assets are safeguarded, transactions are properly authorized and recorded and that material errors or irregularities are either prevented or can be detected promptly

3 Our review of the effectiveness of the systems of internal control is informed by:

- our regular scrutiny of financial and other performance monitoring data
- regular reports from the head teacher and other managers to the governing body
- the most recent report of Ellingham school's internal auditor dated 16th June 2022
- the most recent report of Woodton school's internal auditor dated 16th June 2022
- our most recent self-evaluation of the internal controls undertaken 16th June 2022
- the most recent financial health check was undertaken on 9th October 2017

4 We are, therefore, satisfied that the internal control systems in operation at the school during the year were adequate and effective

By order of the Governing Bodies of Ellingham VC & Woodton Primary Schools

Signed
(Head Teacher)  Dated: July 2026

Signed
(Chair of Federated Governing Body) Dated: July 2026

Signed
(Finance Governor) Dated: July 2026

A. GOVERNANCE

Implemented

General

1 A list of all governors, their membership of committees and the Full Governing Board's Terms of Reference, can be found on the schools website.

2 The Federated Governing body meets every half term, this includes finance.

3 Dates of meetings are set for the academic year and given to governors at their meeting in the summer term.

The Governors

4 The Full Governing Body approves the schools' annual budgets and reviews relevant policies (Finance (which contains the Charging Policy Redundant Equipment Policy/Bad Debts/Lettings}/Governors' Allowances/Pay)

5 The federated governing body is responsible for the overall direction of the schools; with guidance from the Headteacher, it determines the schools' spending priorities and evaluates the effectiveness of spending decisions, **as specified in the School Improvement Development plan.**

The Headteacher

6 The governors delegate responsibility for the day-to-day management of the school to the Headteacher.

7 The Headteacher ensures compliance with the financial regulations in Norfolk Scheme for Financing Schools.

8 The Headteacher ensures that sound systems of internal control are in place.

9 The Headteacher delegate the compilation of draft budget to the School Support Manager but takes full responsibility for the draft budgets.

10 The Headteacher monitors the budget monthly and supplies the Full Governing Body with monitoring information. The information takes the form of Norfolk's budget proforma, includes committed expenditure and is accompanied by the School Support Manager's written commentary.

The Staff

11 Staff comply with financial regulations in Norfolk's Scheme for Financing schools and any school specific requirements.

Full Governing Board – part of the Full Governing Body

12 The lead finance governor is determined by the federated governing body and reviewed annually in the Autumn Term.

13 As set out in its' terms of reference, The Full Governing Body is responsible for:

* ensuring that draft budgets are submitted to the LA by 1st April each year
* all financial appraisals
* forecasting numbers on roll and future budget shares
* monitoring and adjusting in-year expenditure
* ensuring accounts are properly closed and reviewing the outturn position
* evaluating the effectiveness of financial decisions
* administering voluntary funds
* revisions are submitted on time

14 Any review of staffing is referred to the full governing body who assesses the budgetary implications of the recommendations.

Expenditure limits

15 The inclusion of an item in the approved budget plan gives authority to spend, save that the headteacher seeks approval from the Full Governing Board for any individual transaction in excess of *£3,000*.

16 The headteacher authorises virements up to £3,000. Above this amount the governors' approval is sought. All virements are minuted.

Orders

17 Quotations are obtained or tenders sought for purchases exceeding the limits set out in Norfolk's Scheme for Financing Schools.

Minutes

18 Minutes are taken which record the basis for any decisions made and clearly state the decisions themselves. Draft minutes are circulated to governors shortly after the meeting and are agreed and signed at the next full governing body meeting.

Register of Business Interests

19 The headteacher maintains a register of business interest for governors and for staff who influence financial decisions. The register is kept on file in the school office.

Key Financial Tasks

20 The Full Governing Body undertake the key financial tasks each term as outlined in Appendix E.

B. FINANCIAL PLANNING

1 The School Improvement & Development Plan sets out its educational priorities to guide the planning process. The SIDP states the priorities in sufficient detail to provide the basis for constructing budget plans.

2 There is a clear, identifiable link between the school's annual budget and the SIDP.

3 For each of the key issues in the SIDP, costs and other inputs are identified and budgets prepared.

4 The SIDP is reviewed in the late Summer Term / early Autumn Term, and monitored termly, to ensure that educational priorities are stated for the next three years and shows how the use of resources is linked to achieving the goals.

5 The school budget is revised after the review of the SIDP and resources identified within the budget to deliver the plan's priorities.

6 The school budget is maintained for the current financial year and at least two further years.

7 The budget is based on realistic estimates of all income and expenditure so that planned expenditure does not differ materially from the agreed budget.

8 The budget and cash flow forecast are profiled in accordance with likely spending patterns.

9 In the event of a budget surplus this is earmarked for a future specified use.

10 A record is maintained of all ongoing commitments with explanations of any significant year-on-year changes.

11 All new initiatives are appraised by the governing body in relation to their costs, benefits and sustainability.

- The budget cycle is as follows:

(Revision 3)

Spring Term

* the School Support Manager (as delegated by the Headteacher) prepares a revised budget for the current year for the Full Governing Board to consider at their meetings in the first half of the term.

* the budget revision once approved by the Chair of Governors and Lead Finance Governor is reported to the full governing body.

* the approved budget revision is sent to the LA by 28th February.

* a draft budget plan for the coming financial year, and for two further years, is prepared by the School Support Manager (as delegated by the Headteacher) and taken to the Full Governing Board meeting in the second half of the spring term.

* the headteacher submits the approved budget to the LA by 1st April each year.

Summer Term **(Revision 1)**

* The School Support Manager (as delegated by the Headteacher) prepares a first revision of the budget for the Full Governing Body to consider. The revision takes account of the actual balance in hand or overspending for the previous financial year.

* the budget revision once approved by Chair of Governors and Lead Finance Governor is reported to the full governing body.

* The approved budget revision is sent to the LA by the end of the summer term, as per Norfolk's Scheme for Financing Schools.

Autumn Term

(**Revision 2)**

* The School Support Manager officer (as delegated by the Headteacher) prepares a second revision of the budget for the Full Governing Body to consider. The revision takes account of any changes to the school improvement & development plan, staffing adjustments and changes to the number of pupils on roll.

* the budget revision once approved by the Chair of Governors and Lead Finance Governor is reported to the full governing body.

* The approved budget revision is sent to the LA by the end of the autumn term, as per Norfolk's Scheme for Financing Schools.

C. BUDGET MONITORING

1 The School Support Manager (as delegated by the Headteacher) produces monthly monitoring reports, which includes committed expenditure.

2 The Full Governing Body receives monitoring reports at their meeting, together with the School Support Manager's report. The report takes the form of Norfolk's budget monitoring proforma.

3 The headteacher and School Support Manager identifies and recommends to the Full Governing Board appropriate remedial action for budget variances.

4 The headteacher and School Support Manager recommends to the Full Governing Board how to vire any in-year underspends in excess of £1000 (The headteacher is authorised to vire amounts up to £3000)

5 The headteacher monitors expenditure on initiatives in the SIDP.

6 The School Support Managers monitors the accounts to ensure the school does not go overdrawn.

D. PURCHASING

1 All orders comply with the LA's Standing Orders for Contracts as published in Norfolk's Scheme for Financing Schools.

2 The school demonstrate value for money through competitive tendering when appropriate or by using ESPO or other approved purchasing arrangements.

3 Prior approval of the governors is obtained for any expenditure in excess of £3,000. Orders are not artificially split to evade this limit.

4 The school will not enter into any "finance lease" and will ensure that any lease entered into is an "operating lease."

5 Where possible, three written quotations are obtained for any order whose value is estimated between £5,000 and £30,000.

6 If a quotation other than the lowest is accepted it is reported to governors and the reasons minuted.

7 Contract specifications will contain the following:
* contract duration
* definitions
* contract objectives
* services to be provided
* service quality
* service quality standards

* contract value and payment arrangements
* information and monitoring requirements
* procedure for disputes
* review and evaluation requirements

8 The official pre-numbered orders, generated by the school's financial system, are used for all services except utilities, rent, rates and any payments due under a lease agreement. Any urgent verbal order is confirmed by written order.

9 Individuals will not use official orders to obtain goods or services for themselves.

10 All orders are signed by an authorised signatory and the School Support Manager maintains an up-to-date list of signatories. This is attached at Appendix F.

11 The signatory will be satisfied that the goods or services are appropriate and necessary, that competitive tenders have been obtained where necessary and that there is sufficient budgetary provision.

12 Each order placed is entered in the school's financial system as a commitment.

13 The school checks goods received against the delivery note and the latter is checked against the invoice. The invoice is also checked against the order. Evidence of this is provided by the use of rubber stamps approved by Norfolk Audit Services. The other checks indicated on the stamps are also carried out. These checks are not done by the person who signed the order.

14 Payment is made within the agreed time limits after certification by an approved signatory.

15 Invoices are authorised for payment by the Headteacher (or in her absence, the Deputy Head). Payment is only made against the original supplier's invoice and not on a statement.

E. FINANCIAL CONTROLS

1 A written description of all the school's financial systems and procedures is maintained. These are kept up to date and all appropriate staff trained in their use.

2 The Headteacher has secured contingency arrangements to ensure that financial control can be maintained in the absence of key staff. These are arrangements are: In the absence of a School Support Manager, we have paid into the enhanced finance package.

3 The headteacher has due regard to separation of duties in organising financial duties. At least two people are involved in the completion of tasks and the work of one acts as a check on the work of the other, where possible.

4 The school maintains proper accounting records. All transactions can be traced from accounting records to prime vouchers and all prime vouchers are traceable in the accounting records. The use of correcting fluid is not allowed. Any alterations to original documents are clearly made in ink and initialed to identify the person making the alteration.

5 Documents relating to financial transactions are retained in line with the LA's recommendations

6 All records are securely stored and access allowed only to authorised staff, i.e. the Head teacher, Deputy Head and School Support Manager.

7 Where there is a requirement to account separately for earmarked funding the Headteacher ensures this is done and that money is spent on its intended purpose.

F. INCOME

1 The federated governing body approved the schools' charging policy, which is reviewed annually by the Full Governing Board. The charging policy is attached at Appendix A.

2 Proper records of all income due are kept. Lettings are approved by the Headteacher in accordance with the governors' policy (See Appendix D) and are entered on the schools' financial systems. There are currently no lettings at Ellingham.

3 The responsibility of identifying and recording sums due is separated from the responsibility for collecting and banking income.

4 Official pre-numbered receipts are given for all cash collected except where a collection record card is issued to a pupil for instalment payment for a school trip. Other formal documentation is kept for other income. Receipts are kept securely and in order.

5 Pending banking, cash and cheques are locked away in the safe.

6 Income is banked promptly and in full. Paying in slips show the analysis between cash and cheques and cheques are individually listed. Income is not used for making any payment or for cashing personal cheques.

7 Income recorded in the accounts is reconciled monthly with the bank statement.

8 Should invoices be required, they will be issued within 30 days.

9 The school sends a first reminder for any unpaid invoice after 3 weeks, a second reminder after 6 weeks and a final reminder after 9 weeks. Legal action is considered if a further 14 days lapse. Debts are written off only in accordance with the school's Bad Debt Policy, attached at see Appendix C.

G. BANKING

1 For official funds the schools bank with Barclays Bank.

2 Bank reconciliations are completed monthly and any discrepancies resolved.

3 The reconciliation statement is signed by the person undertaking the reconciliation and reviewed and countersigned by the Headteacher.

4 Staff never use their private bank accounts for any receipt due to the school budget.

5 On rare occasions, the Head teacher, Deputy Headteacher or School Support Manager make payment on their personal card. Payment is made to the individual only on a school cheque when a receipt of payment made.

6 The school's banker has been advised that the school is not allowed to go overdrawn or negotiate overdraft facilities.

7 The school is not to enter into any loan agreement except with the LA.

8 Each cheque is signed by two authorised signatories and supporting vouchers are made available to each signatory to safeguard against inappropriate expenditure. Cheques are not pre-signed. Only manuscript signatures are allowed.

9 All cheques are crossed "account payee". Cheque books are stored securely when not in use.

H. PAYROLL

1. Personnel procedures, including appointments, promotions and terminations are supervised by the Governors Personnel Committee.

2. The headteacher ensures that the duties of authorising any variations to the payroll are separated from the processing of claims.

3. The Headteacher ensures that at least two people are involved in completing, checking and authorising any variations to payroll, whether temporary or permanent, and the payment of expenses.

4. Names and specimen signatures of authorized signatories have been sent to the payroll provider who will be promptly notified of any changes.

5. Only authorised staff are allowed access to personnel records, e.g. Head teacher, Deputy Head and School Support Manager.

6. Arrangements have been made for staff to access their own records. These are: Staff can request access to these.

7. Payroll transactions are processed only through the payroll system at Children's services; this includes the payment of all expenses and benefits.

8. The headteacher maintains an up-to-date list of teachers and other staff employed at the school. This is held on pupil asset and is amended, as and when necessary.

9. The monthly reports on payroll transactions are checked against the schools' budget working papers to ensure they match. Any discrepancies are reported initially by phone, followed by lilac form.

I PETTY CASH

1. We do not have petty cash in school.

J. TAX

1. The head teacher ensures that relevant staff are aware of relevant provisions concerning VAT, tax and the Construction Industry Scheme (CIS) as the Children's Services will pass back to the school any penalties imposed on it arising from an error by the school.

2. Proper VAT invoices are obtained for all transactions involving VAT.

3. The Children's Services' VAT manual for schools gives details of accounting for VAT and is adhered to by the school.

4. All payments falling within CIS are made in accordance with the Children's Services' agreed procedure.

K. ASSETS

1. The head teacher ensures that stocks are maintained at reasonable levels and are checked physically regularly.

2. An up-to-date inventory is maintained of all items of equipment. Those that are portable, valuable and desirable are identified as school property with security marking.

3. The inventory is checked at least once a year. The inventory is signed as

evidence of the check having been undertaken. All discrepancies are investigated and any resulting in a loss of £100 or more will be reported to the full Governing Body. Any loss exceeding £500 will be referred to the Head of Finance and Business Services Team.

4. Whenever school property is taken off site either by pupils or staff, e.g. musical instruments/computers, they are signed for and the register noted accordingly. The register is held in the school office.

5. The governors have approved a policy is relation to redundant equipment (see Appendix B)

6. The safes are kept locked and the keys removed and held elsewhere.

7. The school's asset management plan is supervised by the *governors' Full Governing Board.*

L. INSURANCE

1. The schools review all risks annually to ensure that the cover available and the sums insured are adequate. Advice is available from NCC's Risk and Insurance Manager.

2. The governors consider whether to insure against any uncovered risks.

3. The school will notify the LA/its insurers of any new risks or any other alterations affecting existing insurance.

4. The school will not give any indemnity to a third party.

5. The school will immediately advise the LA/its insurers of any accident, loss or other incident which may give rise to an insurance claim.

6. Insurance will cover the use of school property when off the premises, eg musical instruments/computers.

M. DATA SECURITY

1. Computer systems used for school management are protected by password security. Passwords are changed at regular intervals.

2. All data is backed up daily and the back-ups stored in a secure fireproof location, preferably off site.

3. The Headteacher has established a contingency plan for recovery from an emergency.

4. Only authorised external hardware and software is installed on any school computer to safeguard against computer viruses.

5. The governors ensure that the Data Protection Commissioner is notified in accordance with the Data Protection Act 2018, and that the school's use of any electronic or relevant manual systems to record or process personal information, and any disclosure of that information, complies with the legislation.

APPENDICES

A Charging Policy (including Policy on Refunds)

B Redundant Equipment Policy

C Bad Debt Policy

E Lettings Policy

F Key Financial Tasks

G List of approved signatories

APPENDIX A

Charging Policy

Charges for School Activities

Ellingham CE VC and Woodton Primary Federation Governing Body follow the County Council's charging policy, these are the activities and materials for which you will be charged:

- Music tuition: individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils.
- Ingredients and materials: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils spending nights away from home.
- Voluntary contributions towards school trips: If not enough forth coming trips maybe cancelled

Activities outside school hours

A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours – a residential trip is deemed to take place outside school hours if the number of "missed" school sessions is less that half of the number of half days taken up by the trip. Charges will be made as described in the previous paragraph

Public Examinations – charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil *is* entered for examinations in the same subject with two examination boards.

Remission of charges – only parents who are in receipt of the following are eligible for remission of charges, which are levied directly by the LA or the school and where they relate to activities deemed to take place wholly or partly in school hours:

- Income Support
- Working Families' Credit
- Disabled Person's Tax Credit or
- Income Based Job Seekers Allowance

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher, who may access monies from Pupil Premium or local charities.

Policy on Refunds

The contribution to an educational visit will be refunded if a child is absent due to illness, less any entrance fees (eg museum, theatre)

If an educational visit or activity has to be cancelled parental contributions will be refunded.

If parental contributions exceed the total cost of an educational visit or activity the opportunity to request a refund will be offered, if excess is over £5 per child. (Limit pre-determined by the governing body)

APPENDIX B

Redundant Equipment Policy

The governing body has the authority to declare equipment, furniture or any other assets or stores surplus to requirements and to arrange for their sale or write off, provided the items concerned were purchased in full or in part from its delegated budget. **Land and buildings are always excluded from this authority.**

Where the estimated disposal value of surplus of redundant assets or stores is less than £100, authority for disposal can be given by the Headteacher.

Where the estimated value of disposal is between £100 and £500, authority is required by the Governors.

Where the estimated value of disposal is above £500, these must be referred to the Head of Children's Services (Finance & ICT), as per the Norfolk Scheme for Financing Schools.

A list of equipment disposed of will be presented to the governing body at its next meeting. This will show, so far as may be known, the item, date of purchase, values when new and when made redundant (estimated where necessary) and disposal value.

The school's inventory will be amended to show disposals and such entries will be endorsed by the Headteacher.

The net income from the sale of surplus or redundant assets or stores purchased from the school budget will be credited back to the school budget.

APPENDIX C

Bad Debts Policy

1. Wherever possible, income due will be collected before or at the time the relevant sale or service is provided. Where this is not possible, an invoice will be raised for immediate payment.
2. All debts will be recorded and non-payment will be followed up by issuing reminders as outlined below. Where a service is being provided, this will cease immediately and the debtor will be informed of this in writing. The service will not be reinstated until the debt is cleared and payment of future services is made in advance.
    - 3 weeks from date of invoice - 1st reminder
    - 6 weeks from date of invoice - 2nd reminder
    - 9 weeks from date of invoice - final reminder

    The final reminder will be sent by recorded delivery and threatens legal action if the account is not settled within 14 days.

3. After 14 days, where a debt is still outstanding, legal action will be considered and the debtor will be informed of this in writing. The debt may be referred to the County Legal Services, where appropriate.
4. Legal action will not be taken for debts under £50.
5. If, after every effort has been made to collect the debt and legal action is considered impractical or has been unsuccessful, individual bad (irrecoverable) debts may be written off in accordance with the following procedures:
    - those up to the value of £100 to be approved by the headteacher and reported to the next meeting of the governing body
    - those exceeding £100 and up to the value of £500 to be referred to the governing body for approval, either directly or after consideration by the Full Governing Board
    - those exceeding £500 to be referred to the Head of Children's Services (Finance & ICT) (as per the Norfolk Scheme for Financing Schools)
6. The VAT element of any debt must not be written off as this contravenes HM Customs and Excise statutory requirements.

APPENDIX D

Lettings Policy

1.1 Children's Services is wholly committed to the principle of the shared use of school, college and other educational premises to optimise the use of educational facilities.

1.2 Children's Services recognises that Governors and Headteachers, will develop individual guidelines to anticipate and determine the practicalities of achieving the shared use of facilities but sets out the following as a framework for the development of a policy within which all schools must work: -

i. Schools, the Adult Education and Youth and Community Services are complimentary elements of Norfolk County Council provision. Whilst schools will clearly be regarded as the principle and major users of their own premises, the needs of the Adult Education and Youth and Community Services must also be taken in to account when determining shared use.
ii. In the terms of the School Standards and Framework Act 1998, this policy framework applies to maintained schools only. However, Children's Services wishes to recommend these principles also to governors of voluntary schools.
iii. Shared/Subsidised use of premises may only be undertaken when facilities are not directly required by students.
iv. For the purposes of subsidised use, premises may normally be considered to be available outside of the school day, which is deemed to be 8 a.m. – 6 p.m. and through school holidays
v. Schools should share with hirers the identification of the people responsible for the management and administration of the school's shared policy.
vi. Schools should agree the arrangements to be made with regular users of the premises to determine a programme for each academic year.
vii. Schools should agree the arrangements for making casual bookings.
viii. Schools should agree the method of informing hirers about the conditions of use
ix. Schools should advise hirers of the arrangement for keys
x. Schools should advise hirers of the security arrangements which must be followed
xi. Schools should advise hirers of the arrangements if a school has to be temporarily closed
xii. Schools should advise hirers of how the school will fulfil its health and safety responsibilities

1.3 The subsidised use policy relates only to use of the premises outside the school day. Groups should not be charged for the use of school premises during the school day, which is deemed as 8.00am – 6.00pm.

USE OF SCHOOL PREMISES BY OUTSIDE BODIES DURING SCHOOL HOURS

There are a number of examples of schools making part of their premises available to outside bodies during the school day. Such arrangements apply to pre-school playgroups, community uses etc. The following summarises the principles, which should apply to use.

- Any use of school premises by outside bodies during the school day should be carefully managed so as not to inhibit the smooth running of the establishment the fundamental purpose of any school is to ensure the proper education of it's pupils
- Children's Services already provides funding for use of the premises during the school day and as such there cannot be any subsidised lettings for part of the school premises during this time
- The school cannot enter a contract to lease part of the premises during the school day
- Where a school wishes to arrange a long-term use for part of it's premises by a third party, then negotiation and the arrangement for a lease will be made through Children's Services
- Lettings that take place during the school day should not be based on the Standard Scale. The additional costs incurred are marginal and any charge should only include specific additional costs that the school can identify. If such costs are identified these should form the basis of discussion with the hirer about an appropriate charge

APPENDIX E

Key Financial Tasks for Governors

SPRING TERM	
FULL GOVERNING BOARD	GOVERNING BODY
Receive BCR for the current financial year, monitor, in detail, in detail, income and expenditure levels against budget, and project out-turn position	Receive confirmation that the BCRs have been monitored and approved by the Full Governing Board
Consider in detail the budget plan for the next financial year and two further years for approval recommendation to the full governing body, to include: • Use of SEN funding • Use of devolved Formula Capital Grant	Receive the approved budget plan for the next financial year and two further years to be sent to LA by 1st April. Receive information, as part of the approval process, on: • Use of SEN funding • Use of devolved Formula Capital Grant

SUMMER TERM	
FULL GOVERNING BOARD	GOVERNING BODY
Consider in detail the year end position for the previous financial year	Receive confirmation that the BCRs have been monitored and approved by the Full Governing Board
Receive BCR for the current financial year and monitor in detail income and expenditure levels against budget	Receive confirmation that the BCRs have been monitored and approved by the Full Governing Board
Consider in detail a budget revision for the current financial year and two further years for **approval** recommendation to the full governing body – this revision would take account of the actual balance in hand or overspending for the previous financial year	Receive a report on the previous year's finances and an update on the current year, both of which have been monitored and approved by the Full Governing Board. Ensure that the actual balance in hand or overspending for the previous financial year is sent to the LA by the end of the Summer term

AUTUMN TERM	
FULL GOVERNING BOARD	GOVERNING BODY
Receive BCR for the current financial year and monitor in detail income and expenditure levels against budget	Receive confirmation that the BCRs have been monitored and approved by the Full Governing Board
Consider in detail a budget revision for the current financial year and two further years for approval recommendation to the full governing body – this revision would take account any changes to the SDP, staffing adjustments and changes to the NOR	Receive confirmation that the BCRs have been monitored and approved by the Full Governing Board. Receive the approved budget revision.

APPENDIX F

List of approved signatories

Ellingham

Miss Dawn Thomas
Mrs Sarah Querelle
Miss Amy Ward

Woodton

Miss Dawn Thomas
Mrs Sarah Querelle
Miss Alison Snelling
Mrs Mary Ennis