

# Gloucester Academy

## Schedule of Financial Delegations 2021

This Schedule of Financial Delegations applies to Gloucester Academy in accordance with and pursuant to the GLT Finance Policy and Procedures. If there is any ambiguity or conflict then the GLT Finance Policy and Procedures takes precedence.

It is the responsibility of the governing body and Headteacher of the school to ensure that their school and its staff adhere to the GLT Finance Policy and Procedures and this Schedule of Financial Delegation. In their implementation, school staff must take account of any advice given to them by the GLT Head of Finance, GLT CEO and/or Board of Trustees. If there is any question or doubt, the GLT Head of Finance should be consulted.

The Board of Trustees delegates the overall authority and responsibility for the management of the school's revenue budget, and any other budget delegated by the Board of Trustees, to the Headteacher. The Headteacher may delegate part of the overall budget to individual Budget Holders in line with the priority needs of the school and the School Development Plan.

The Headteacher is responsible for the operational management of the school. The administration of financial procedures may be delegated to other members of staff at the discretion of the Headteacher. This delegation is set out in the following Schedule of Financial Delegations.

The Schedule is the responsibility of: Jonathan Heap, Headteacher  
The Schedule was approved by the Local Governing Body on: 7<sup>th</sup> October 2021

The Schedule is due for review by: September 2022

Gloucester Academy is part of the Greenshaw Learning Trust. The Greenshaw Learning Trust is a charitable company limited by guarantee, registered in England & Wales, company number 7633634, registered at Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

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## SCHEDULE OF DELEGATIONS

The following tables summarise the main authorities and responsibilities delegated by the Headteacher within the school in accordance with the GLT Finance Policy and Procedures 2020.

### Fixed Assets

Responsibility for maintaining School Inventory		Nathan Emery – IT Manager
Responsibility for maintaining Loan Book		Nathan Emery – IT Manager
Responsibility for monthly stock take if assets > £2,000		Jim Stokes – Area Premises Manager
Inventory of School Assets	Assets above £200	Include in school inventory
	Assets above £2,000	Notify GLT Head of Finance for inclusion into Fixed Asset Register
Asset disposal	Assets recorded on school Inventory	Authorised by Head Approved by GB
	Assets recorded on Trust Fixed Assets Register	GLT Head of Finance approval required
Acquisition and disposal of freeholds on land and buildings		Board of Trustee approval required

### Financial Assets

Panel of authorised signatories on banking mandate		Delegated to GLT Head of Finance
Safe keyholders		Cathy Gasher – Heads PA and Office Manager
Responsibility for reconciling bank statements with PSF		Delegated to GLT Head of Finance
Bank Account Name	Sort Code	Account Number
Gloucester Academy	309836	62445968
Insured amount of cash on school premises (including Petty Cash)		£5,000
Petty Cash		Authorised by Jonathan Heap, Head Teacher
Responsibility for reconciling Petty Cash receipts with cash balance		Cathy Gasher

Corporate Purchase/Credit Cards		Authorised by Head Approved by GB
Name	Individual Limit	Total school limit
Finance Officer	£4,000	£5,000
Cathy Gasher	£1,000	
Borrowing including overdrafts and bank loans		Board of Trustee approval required

### Income

Local Cash Accounting System		ParentPay
Responsibility for recording student income on the Local Cash Accounting System		Shared finance officer
Debt Write-Offs	Less than £1,000	Authorised by Headteacher Approved by GB
	Above £1,000	Board of Trustee approval required
Granting a lease on land and buildings		Board of Trustee approval required
Guarantees, Indemnities and Letters of Comfort		Board of Trustee approval required

### Expenditure

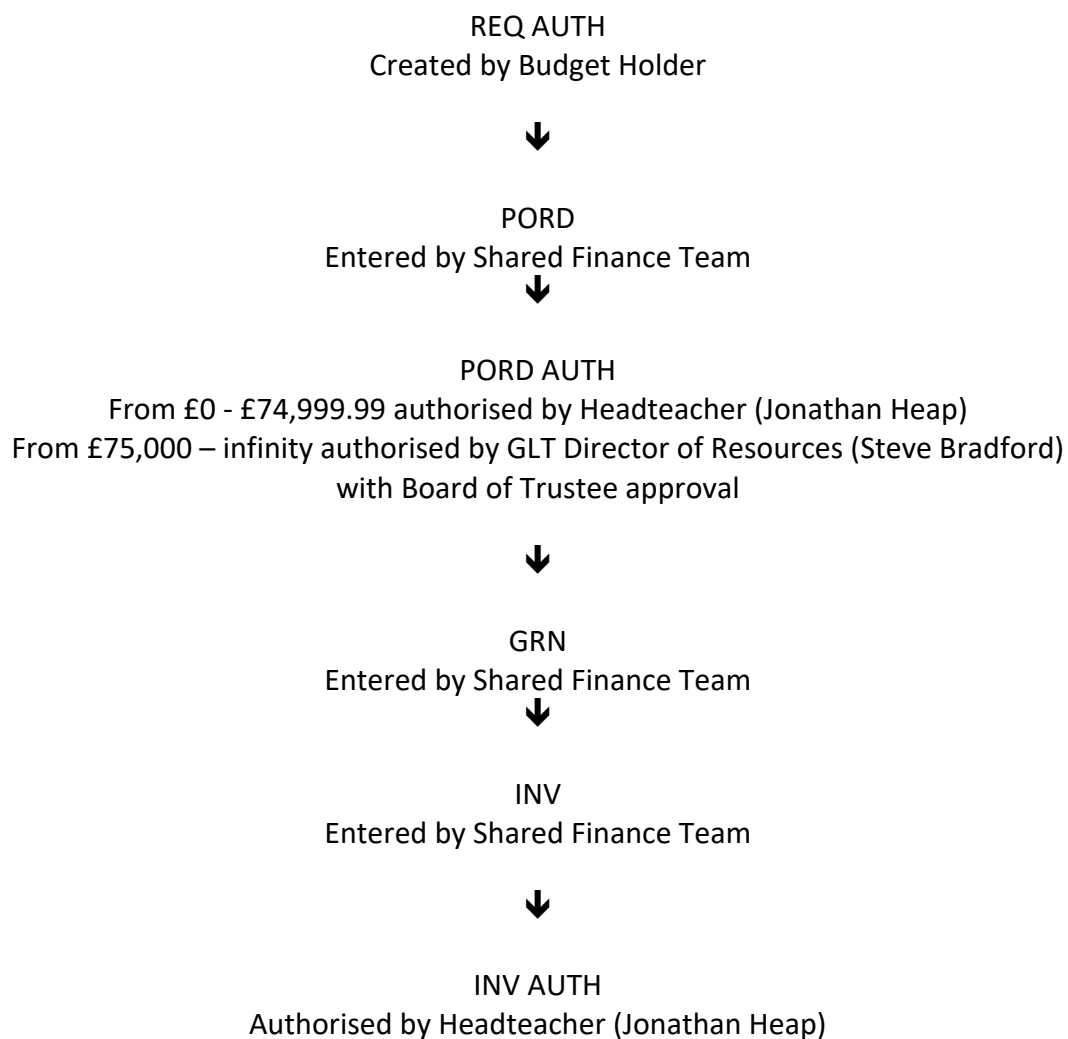
Limit for single Purchase Orders delegated to Headteacher		£75,000
Procurement Policy	Orders up to £2,000	One quotation
	Orders from £2,000 but less than £10,000	Two quotations
	Orders from £10,000 but less than £75,000	At least three written comparable quotations
	Orders from £75,000 but less than £181,302	Formal Tender with GLT Head of Finance approval
	Orders from £181,302	Formal Tender with OJEU advertisement and Board of Trustee approval
Contracts and Service Level Agreements	Maturity of one year or less AND total liability within the Headteachers Delegated Authority	Authorised by Head, Approved by GB, Notify GLT Head of Finance for inclusion into Contracts Register
	Maturity greater than one year OR total liability	GLT Head of Finance approval required

	exceeds the Headteachers Delegated Authority	
Operating Lease		GLT Head of Finance approval required
Finance Lease, Finance Agreement, Hire Purchase Agreement or Leaseholds on Land and Buildings		Not permitted under any circumstances

Staff Expenditure

Responsibility for maintaining Register of Interests	Cathy Gasher – Heads PA and Office Manager
Responsibility for maintaining Gifts and Hospitality Register for benefits received with a value > £50	Lou Rutland - HR
Responsibility for authorising payroll	Jonathan Heap, Headteacher
Responsibility for reconciling payroll with PSF	Delegated to GLT Head of Finance
Special payments including severance payments, compensation payments and ex gratia payments	Board of Trustee approval required

## Gloucester Academy School Workflow



### Authorisation Cover in case of notified absence

<b>Authoriser</b>	<b>Replaced By</b>
Jonathan Heap	Steve Bradford
Steve Bradford	Will Smith

## Authorise Budget Holders

Account	Budget Holder Name	Email Address	Single PO Approval Limit
B-ALTPROV	-	-	-
B-ASTHEAD1	Phillipa Lewis	plewis@gloucesteracademy.co.uk	£2,000
B-ASTHEAD2	-	-	-
B-ASTHEAD4	-	-	-
B-BEHAVSUP	Nat Nabarro	nnabarro@gloucesteracademy.co.uk	£2,000
B-CAREERS	Sophie Exton	sexton@gloucesteracademy.co.uk	£2,000
B-CARETAKER	-	-	-
B-CATERING	Lisa Tootell	ltootell@greenshawlearningtrust.co.uk	£2,000
B-DEPHEAD1	Phillipa Lewis	plewis@gloucesteracademy.co.uk	£2,000
B-DEPHEAD2	Nat Nabarro	nnabarro@gloucesteracademy.co.uk	£2,000
B-EXAMS	Phillipa Lewis	plewis@gloucesteracademy.co.uk	£2,000
B-GOV	-	-	-
B-HEAD	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999
B-HR	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999
B-IT	Nathan Emery	n.emery@hphigh.co.uk	£500
B-IT	Richard Hatch	rhatch@greenshawlearnigntrust.co.uk	£34,999
B-LRC	Victoria Pearce	vpearce@gloucesteracademy.co.uk	£2,000
B-MIDSUP	-	-	-
B-OFFICEMGR	Cathy Gasher	cgasher@gloucesteracademy.co.uk	£2,000
B-PASTORAL	Joe Watson	jwatson@gloucesteracademy.co.uk	£2,000
B-PRIMLIAIS	-	-	-
B-PUPILDATA	Joe Watson	jwatson@gloucesteracademy.co.uk	£2,000
B-REPRO	Cathy Gasher	cgasher@gloucesteracademy.co.uk	£2,000
B-SBM	-	-	-
B-SENCO	Nat Nabarro	nnabarro@gloucesteracademy.co.uk	£2,000
B-SITEMGR	Jim Stokes	jstokes@greenshawlearningtrust.co.uk	£2,000
B-STUDENT	-	-	-
B-TRAINING	Phillipa Lewis	plewis@gloucesteracademy.co.uk	£2,000
C-ART	Victoria Pearce	vpearce@gloucesteracademy.co.uk	£2,000
C-BUSINESS	Ed Watson	ewatson@gloucesteracademy.co.uk	£2,000
C-CLASSICS	-	-	-
C-DANCE	-	-	-
C-DESIGNTECH	-	-	-
C-DRAMA	Victoria Pearce	vpearce@gloucesteracademy.co.uk	£2,000
C-ECONOMICS	-	-	-
C-ENGLISH	Victoria Pearce	vpearce@gloucesteracademy.co.uk	£2,000
C-FOODTECH	Phillipa Lewis	plewis@gloucesteracademy.co.uk	£2,000
C-GEOGRAPHY	Joe Watson	jwatson@gloucesteracademy.co.uk	£2,000
C-GRAPHICS	-	-	-

C-HEAD	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999
C-HEALTH	Phillipa Lewis	plewis@gloucesteracademy.co.uk	£2,000
C-HISTORY	Joe Watson	jwtatson@gloucesteracademy.co.uk	£2,000
C-HUMANITIES	-	-	-
C-ICT	-	-	-
C-LAWCRIM	-	-	-
C-LITERACY	Victoria Pearce	vpearce@gloucesteracademy.co.uk	£2,000
C-MATHS	Ed Watson	ewatson@gloucesteracademy.co.uk	£2,000
C-MEDIA	-	-	-
C-MFL	Joe Watson	jwtatson@gloucesteracademy.co.uk	£2,000
C-MUSIC	Victoria Pearce	vpearce@gloucesteracademy.co.uk	£2,000
C-NUMERACY	-	-	-
C-PE	Phillipa Lewis	plewis@gloucesteracademy.co.uk	£2,000
C-PHOTOGRAPH	-	-	-
C-PSHE	Sophie Exton	sexton@gloucesteracademy.co.uk	£2,000
C-PSYCHOLOGY	-	-	-
C-RESMAT	-	-	-
C-RS	Joe Watson	jwtatson@gloucesteracademy.co.uk	£2,000
C-SCIENCE	Phillipa Lewis	plewis@gloucesteracademy.co.uk	£2,000
C-SOCIALSCI	-	-	-
C-TECHNOLOGY	-	-	-
C-TEXTILES	-	-	-
C-TOURISM	-	-	-
EOY-PENSION	-	-	-
F-BFASTCLUB	Joe Watson	jwtatson@gloucesteracademy.co.uk	£2,000
F-BURSARY	-	-	-
F-CHARITY	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999
F-COVID19	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999
F-DOFE	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999
F-GAG	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999
F-GROWS	Sophie Exton	sexton@gloucesteracademy.co.uk	£2,000
F-LAC	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999
F-LETTINGS	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999
F-OPPBASE	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999
F-OTHEREFA	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999
F-OTHERLA	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999
F-PSA	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999
F-PUPILPREM	Joe Watson	jwtatson@gloucesteracademy.co.uk	£2,000
F-SEN	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999
F-SPORTENG	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999
F-SPORTCENT	-	-	-
F-SUMSCH	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999

F-UNRESTRICT	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999
F-Y7CATCHUP	Jonathan Heap	jheap@gloucesteracademy.co.uk	£74,999
Y-POST16	-	-	-
Y-Y10	-	-	-
Y-Y11	-	-	-
Y-Y7	Joe Watson	jwatson@gloucesteracademy.co.uk	£2,000
Y-Y8	Joe Watson	jwatson@gloucesteracademy.co.uk	£2,000
Y-Y9	-	-	-

Approved Head teacher:

Date:

Approved Governor:

Date: