

Ysgol Maes y Felin

“Achieve Excellence, Exceed Expectations”



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Mr. David Thomas B.Ed (Hons)
Headteacher

Scheme of Delegation for School Financial Matters

Date policy approved and adopted:	Spring Term (1), 2026 – late due to meeting cancelled
Reviewed by:	Governing Body
Review frequency:	Annually
Next review date:	Autumn Term (2) 2026

Accessible Formats:

This document is available in English and Welsh in Microsoft Word and PDF formats in Ariel font size 12 as standard. This document is also available in large print. To request a copy of this document in an accessible format, contact Mrs. Debbie Dickinson (01352) 711366.



Scheme of Delegation for School Financial Matters

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The Governors of Ysgol Maes y Felin, hereby delegate authority for the following:

1. Preparation, Approval and Variation of School Budgets

- a. The preparation of an annual detailed school budget to the Governing Body
- b. Approval of the first formal budget plan of the year to the Governing Body
- c. Transfer of financial and asset resources between budget heads, not to exceed £20,000 on any item and an aggregate of £60,000 in any one financial year to the Headteacher.

2. Orders for Goods, Works and Services

- a. Signing of orders not exceeding £20,000 per order, without prior approval of the Governing Body.
- b. Signing of orders exceeding £20,000 per order, following approval by the Governing Body.

3. Payments

- a. Following the appropriate examination and verification procedures having been undertaken, the certification of invoices and accounts in accordance with the schools Authorised Signature List.

4. Contracts

- a. Variation of the financial terms of a building or civil engineering contract is delegated to the Headteacher and Governing Body, not exceeding £10,000 or 8% of the contract sum.
- b. A minimum of three tenders or quotations should be sought for contracts greater than £10,000.
- c. Acceptance of a tender not exceeding £20,000 for the supply of goods, materials, or services be delegated to the Headteacher.
- d. Contracts exceeding £20,000 in total value shall be reserved to the Governing Body.

5. Imprest Account

- a. In accordance with the school's current Authorised Signature List the authorisation of disbursements from the Imprest account.

6. Salaries, Wages and Associated Matters

- a. In accordance with the schools Authorised Signature List the certification of time records and other pay records.

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7. Writing off of Debts

- a. The writing off debts not exceeding £150 be delegated to the Headteacher.

8. Stocks

- a. The writing off of stocks not exceeding £1,000 be delegated to the Headteacher.

9. Inventories

- a. Writing off and disposal of obsolete equipment not exceeding £5,000 be delegated to the Headteacher.

10. Insurance

- a. Consideration of claims for loss of or damage to personal property of employees shall be the responsibility of the Board of Governors.

Signed _____ Chair of Governors. Date _____