

St Mary's Bryanston Square CE Primary School



FINANCE POLICY

November 2025

EXCELLENCE WITH COMPASSION'

'Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. And love your neighbour as yourself.' (Mark 12:30-31)

RESPECT | HONESTY | FORGIVENESS | FEELING SAFE | LOVE | CURIOSITY

Finance Policy 2025

1. Aims

Through the Finance Policy, the Governors seek to:

- Maintain and improve the quality of education provided for pupils in the School by ensuring that a policy of sound financial management supports the School's activities
- Support the delivery of the curriculum
- Demonstrate that the Governing Body is managing the finances of the school with fairness and responsibility

2. Accountability

The finance policy of St Mary's Bryanston Square C.E. Primary School is informed by the recommendations of Westminster City Council, firmly embedded in responsibility and accountability. The Governing Body and school staff have a responsibility to avoid any conflict between their business and personal interests and the affairs and interests of St Mary's School. No business or private interests must influence any 'school related' decisions. Governors and staff must be informed that business and personal interests are not necessarily financial in nature; that a conflict of interests could arise from non- financial business and all personal interests must be avoided. The clerk to governors will maintain an up-to-date register of Business Interests.

All new Governors will be provided with the necessary information to ensure that they are clear about the school's policies and procedures in these matters.

The following persons are mentioned in relation to their roles within the school:

Role	Person
Chair of Governors	Sarah Bedford
Chair of Resources Committee	Rakesh Agravat
Headteacher	Lee Duffy
Senior Administration Officer	Breeda Cahill
Finance Advisor	John Sanders

3. Reporting

The Resources Committee of the GB is provided with regular monitoring reports for budget income and expenditure. It is important that these are clearly presented so the information is easy to understand. These are presented to the GB for purposes of approving the annual budget (draft and actual).

The Governing Body will ensure that Westminster LA are provided with accurate and up to date financial information about the school and that the school adheres to any additional requests during the year including sending CFR returns.

4. Roles and Responsibilities

4.1 Governing Body

The Governing Body has responsibility for the school's buildings, assets and property and for the school's delegated budget received from the City of Westminster, deciding how the budget is spent. The Governing Body of St Mary's school is responsible for monitoring the implementation of its own policies and will hold itself accountable to Westminster City Council with regards to administration of the school budget. It is the responsibility of the governors to ensure that funding from Westminster City Council and any other source is used only in accordance with the conditions governing the funds. It is the role of the Governing body to be an effective critical friend to school staff on financial issues, provide strategic leadership on financial management issues and ensure financial management accountability.

4.1.1 Governing Body responsibilities:

To demonstrate:

- Sound financial management, including the care and maintenance of the school premises
- Approval of budget priorities - ensuring value for money and monitoring expenditure
- The school's budget will be approved annually by governors
- Sound internal and financial controls
- Arrangements for control and expenditure and use of resources in accordance with delegated budget
- Arrangements for proper accounting procedures
- That financial controls are in place, through its finance committee
- Disclosure of any business interests/ conflicts of interests
- That no private interests influence 'school related' decisions

It is the duty of the Governing Body to issue clear instructions and guidance to its Committees, Headteacher and other staff to ensure correct adherence to its financial policy and procedures.

4.1.2 Resources Committee Responsibilities:

- To guide and assist the Headteacher and governing body in all financial matters including budgeting and long term strategic planning

- To draw up and present an annual budget for the Governing Body's approval. The Committee must identify priorities from the School Improvement Plan.
- Monitor budget expenditure throughout the year, providing the Governing Body with termly reviews
- Monitor income and expenditure of all public funds. Receive and respond to any audit report on the funds
- Audit voluntary funds held by the school
- The Resources Committee will meet at least three times a year. The minutes will be circulated to the Governing Body and held at the school.
- To authorise spending above the limits agreed in the scheme of delegation (Appendix 3)
- To complete the School Financial Values Standard (SFVS) monitoring tool to monitor effective financial management within school
- To ensure principles of best value are adhered to
- To ensure that the school is using the DfE benchmarking site to compare the school's income and expenditure with that of similar schools. Together the staff and governors should consider reasons for the differences and take action where necessary.
- To attend any relevant training, particularly to address any gaps in knowledge

4.2 Headteacher

Headteacher's responsibilities:

The Headteacher is responsible for the internal organisation and management of the school and for deploying and managing the teaching and non-teaching staff and the school's resources. The Headteacher is accountable for financial management of the school to the Governing Body, and will therefore ensure that:

- The Governing Body is provided with sound financial advice and budget monitoring reports at least once a term. These should include intended expenditure on continuing commitments including a short commentary on any significant changes from the previous financial year.
- Financial systems and controls are in place
- Statements and returns are correctly prepared and maintained as required by the Governing Body and Westminster City Council
- Financial priorities are drawn from the School Improvement Plan and there are clear links between the school's annual budget and School Improvement Plan
- Decisions which have financial management implications are communicated to relevant governors and staff
- All staff and governors are aware of the Whistle Blowing Policy adopted by the school
- The Headteacher, SLT, Finance Manager and senior administration officer (SAO) operate with financial integrity

The Headteacher is responsible for the management of:

- The school's financial position - strategic and operational
- Systems of internal control
- Other financial issues

Delegated responsibilities:

The Governing body of St Mary's school delegates power over financial decisions to the Headteacher in accordance with its Scheme of Delegation, reviewed annually. In turn the Headteacher may further delegate part of the financial management responsibilities as he/she deems fit, whilst retaining the ultimate responsibility. The Headteacher must ensure that there is appropriate separation of duties as required by the financial regulations, so that one person's work acts as a check on that of another.

4.2.1 Subject Leaders

The Headteacher may authorise a subject coordinator to be a budget account holder and take responsibility for their subject area of the budget. Coordinators may not exceed their budget allocations without the Headteacher's authority. The annual budget delegated to coordinators will vary according to priorities in the School Improvement Plan.

Subject Coordinator's responsibilities:

- Use their delegated budget (if assigned) to purchase necessary resources for their subject areas.
- Prioritise their budget according to areas for development as stated in their Action Plan and School Improvement Plan.
- Keep a clear record of budget expenditure.
- When ordering resources ensure that they complete the order form correctly following school procedure.
- Ensure that official order forms are signed and authorised by the Head of School

4.3 Finance Manager:

At St Mary's school, the Finance Manager is currently a consultant whose services are retained to undertake these duties. It is the responsibility of the Governors to ensure that the Finance Manager has the necessary qualifications and experience to discharge this role appropriately, to ensure that all financial information provided to the Headteacher is robust and supports financial planning and school improvement. The Finance Manager is responsible for:

- The monitoring of the income and expenditure of the school budget
- Preparing budget reports for the Headteacher, and explaining those reports to ensure that the school has clear, up-to-date financial information
- Ensuring the school adheres to all CFR requirements
- Preparing, in conjunction with the Headteacher and Resources Committee, an annual budget based on the school's delegated funding, provided by Westminster City Council
- Providing information to the Headteacher to enable him/ her to make appropriate spending decisions, and plans for school improvement

4.4 Senior Administration Officer – SAO:

The Senior Administration Officer is responsible for the day to day financial administration of the school. It is the responsibility of the Governors to ensure that the SAO:

- Has the necessary qualifications/ experience for the post
- Has sufficient resources
- Has sufficient time in which to discharge their financial responsibilities effectively
- Attends any relevant or necessary training

The SAO needs to ensure that accountability requirements are adhered to and facilitate the effective implementation of financial processes.

Responsibilities:

- The control of income and expenditure within an agreed budget is the responsibility of the School Administration Officer.
- To pay bills for St Mary's school
- To ensure that any arrears are followed up
- The SAO will be responsible to the Governing Body for the following procedures:
 1. disbursements
 2. petty cash
 3. ensuring that all cheques issued by St Mary's have two signatories and that expenditure authorisation requirements are adhered to
 4. bank accounts: holding up to date mandates, reconciliation of accounts
 5. ensuring that only proper VAT invoices are paid
 6. receiving payments for school dinners and ensuring that arrears are promptly followed up in writing
 7. providing documentation to the school's payroll provider, and communicating any changes as authorised by the Headteacher/ Chair of Governors

4.6 Administrative Assistant:

The school's Administrative assistant is responsible for:

- placing orders
- checking delivery of orders

4.7 Site Manager:

The school's site manager is a contractor from Morning Sky Maintenance Services and is responsible for:

- ensuring the school premises are secure
- maintaining the building in good repair

5. PREMISES

5.1 The school is kept secure by the Site officer (am) and Cleaning Team (pm). There is an alarm system, which is set when the school is not in use.

5.2 Keys to the school building are held by:

- Morning Sky Maintenance Team
- Cleaners (MCG Cleaning)
- Lee Duffy – Executive Headteacher
- Sasha Marius-Beeko – Head of School
- Breeda Cahill – SAO
- St Mary's Church – Angie Das
- Taekwondo Club

Each person has signed for their keys with the understanding that they will not duplicate any.

5.3 Lettings

The school lets out its premises out of school hours, according to its Lettings Policy.

5.4 Insurance: the Governing Body shall ensure adequate insurance cover is in place for the following:-

- Buildings, contents of the school insured against fire, lightning, explosion, storm, flood, riot or malicious damage and similar risks and any consequential loss that arises from such damage
- Employers and Public Liability against Governors' responsibility for injury or illness to staff or third parties or the third party's property

For residential trips a separate policy may be arranged for the individual trip.

The school's insurance is currently provided by: **Westminster City Council.**

5.5 Deficit Budget

In the unlikely event of a deficit budget being incurred, the Governing Body will immediately notify the Head of Education Finance Westminster City Council that such a situation is likely to arise and apply for a license.

It is the responsibility of the Governors, together with the Head teacher and Westminster Council, to:

- Establish the causes which have contributed to the situation.
- Agree the maximum deficit.
- Consider a range of options to correct the position.
- To agree a recovery plan submission within the equivalent one school term.

To avoid the situation of a deficit repayment it is the objective of St Mary's School governing body to maintain an adequate level of 'contingency savings' to cover unexpected costs or reduction of income.

5.6 Pupil Premium

This is in addition to main school funding as is to be used to support the teaching of pupils eligible for free school meals.

The amount allocated for each FSM pupil for 2025-26 is £1,515

The money is spent on additional teaching hours provided by Teaching Assistants, support teachers, curriculum support volunteers, additional clubs (homework, sport, breakfast club) and residential visits for FSM pupils.

The success of the additional funding is monitored through our whole school provision map and reviewed termly.

5.7 Disposals

The governing body of St Mary's School may dispose of revenue assets through sale, donation or scrapping. All write offs must be authorised by the governing body.

For every disposal the Governing Body must:

- Record the reasons for disposal
- Demonstrate that the assets are either obsolete or surplus to requirements.
- Appoint a single person responsible for disposal. Clearly identify the name of the person in the disposal file.
- Instruct the named person in writing of the disposal and their ultimate accountability for the disposal.
- Remove the disposed asset from the asset register.
- Notify the insurer of an insured item on the completion of its disposal.
- Official receipts must be issued.
- Properly account for monies received.
- Dispose of ICT equipment in accordance with ICT Standards.
- Ensure compliance with Data Protection Act 1984 for PCs.
- Retain all documentation relating to the disposal of an asset for a period of six years after the disposal.

5.8 Security of Assets

An inventory register of assets is kept up to date.

The school maintains an asset register. All portable and desirable items with a value of above £50 are security marked.

6. PAYROLL

The school has an external payroll provider (EPM), with whom a Direct Debit is in place to deduct salary costs from the school's bank account. The Executive Headteacher, SAO and Finance Manager monitor the payroll files to ensure that all staff are being paid correctly. The SAO communicates any alterations (eg additional payments to be made, or errors made by the payroll

provider) via email to EPM. Alterations must be authorised by the Executive Headteacher, or Chair of Governors if relating to the Headteacher's pay.

7. School Financial Value Standard (SFVS)

The Resources Committee use the SFVS tool to monitoring effective financial management within school. It is the responsibility of the Governing Body to ensure the questions are discussed annually with the Headteacher and that actions adhered to.

Date of latest update: March 2025

Due for review: March 2026

Next renewal: March 2026

APPENDICES

Appendix 1 School Financial Procedures

Appendix 2 Resources Committee terms of reference

Appendix 3 Scheme of Delegation

Appendix 4 Lettings Policy

Appendix 5 Charging Policy

Appendix 6 Expenses Policy

Lee Duffy Executive Headteacher

Review date: November 2025

This policy was agreed by St Mary's School Governors on: 5th November 2025

To be reviewed: September 2026

Appendix 1

ST MARY'S BRYANSTON SQUARE PRIMARY SCHOOL FINANCE PROCEDURES November 2025

All procedures will be in accordance with the guidelines laid down by the Local Authority in 'School's Finance Handbook' and by Ofsted and the Audit Commission in 'Keeping Your Balance' (2000) and will follow DfE CFR (Consistent Financial Reporting) guidelines.

1. SCHOOL BANK ACCOUNTS

The school has two accounts for budgetary income and expenditure, both with Lloyds (the LA's nominated bank).

Account Number 1

The school's first Account is with Lloyds and is used for collecting 'Statutory' funding and payments relating to the schools delegated budget.

- Payments from this account are made by cheque/BACS via FMS.
- Non-delegated funding is added to this account from the Number 2 account on a monthly basis where appropriate.
- Signatories on this account are detailed in the schools Scheme of Delegation.
- There are no overdraft facilities on this account.
- With the exception of Direct Debits there is a £50,000 limit on single payments. Amounts over £50,000 need to be authorised by the Local Authority.
- No Direct Debits other than payroll recoupment will be allowed.
- The bank account is reconciled monthly and a monthly forecast cash flow is provided.
- All school expenditure is made from this account.
- This account will be audited by external auditors.

Account Number 2

This account is for non-delegated income.

- This account is used for income that is received for 'school activities' for example dinner monies, school uniforms, trips etc, i.e. income that relates to expenditure that will be made from the Number 1 account and also is required to be included as part of the CFR reporting structure. No other income will be banked in this account.
- Signatories on this account are detailed in the schools Scheme of Delegation.
- Income will be transferred to the number 1 account at the end of the month after a bank reconciliation has been completed.
- There are no overdraft facilities on this account.
- There are no bank charges on this account.
- There will be no expenditure from this account other than to correct income errors.
- This account does not replace the school's 'School Fund'.
- This account will be audited by external auditors

All transactions against the accounts will be made by BACS or cheques signed by two authorised signatories.

All transactions will have the backing of documents (invoice from supplier or signed and authorized claim supported by receipts). The reconciliations are prepared by the SAO and authorised by the Executive Headteacher or Head of School.

Payments by BACS are prepared by the SAO and authorised by the Executive Headteacher, using credentials provided by Lloyds and a card reader. The Finance Manager also has the ability to authorise payments

in the situation that the Executive Headteacher is unavailable. All expenditure will have already been approved through the requisition order process. The credentials for Lloyds are confidential to the individual and not to be shared.

3. ORDERS

Except in extraordinary circumstances, all orders will be placed by the Administrative Assistant, authorised by the Head of School, seen by the Executive Headteacher and paid for and coded by the SAO.

1. Staff Member fills in requisition and passes to Head of School to approve and sign. This is the authorisation to place the order.
2. Once approved, the order is placed by Admin Assistant and held in a file. Admin Assistant creates an order number to match the form.
3. The Administrative Assistant will then call up the order on the system and send the order to the supplier.
4. On receipt of goods, signed delivery notes are then attached to the open order
5. When the invoice is received, it is matched against the order and FMS is updated - any comments (e.g. change of price/ short delivery etc. should be noted on the paper copy)
6. FMS will generate a BACS file of payments. The Senior Admin Officer and Executive Headteacher (or Finance Manager if the Executive Headteacher is unavailable) will approve this BACS file or the Senior Admin Officer and Executive Headteacher (or Head of School if the Executive Headteacher is unavailable) sign the cheque.
7. Once the invoice is paid, the SAO stamps the invoice 'Paid'.
8. Once completed, the invoice /order and delivery notes should be transferred to a closed file (in alphabetical order).

4. NON-ORDER INVOICES

These generally refer to services covered by a service agreement or contract. They will be paid via the FMS system by the SAO and authorised by the Head teacher as initiator and authoriser.

5. SALARIES

- These will be paid by the EPM.
- Instructions for starters, leavers and any variations to pay will be prepared by SAO and authorised by the Executive HeadTeacher or Chair of Governors in the case of the Executive Headteacher's pay.
- The payroll provider provides a draft payroll file each month in advance, which is checked by the SAO, Finance manager and Executive Headteacher. Any problems are raised with the payroll provider within the given time-scale.

6. BUDGET

- The budget will be prepared by Finance Manager in conjunction with the Executive Head Teacher and will be presented in draft form to the Resources Committee. Once agreed it will be taken to full Governing Body for approval.
- The budget process will be timed to accord with Local Authority schedule requirements and meeting dates will be set with this in mind.
- The Finance Manager will prepare Budget Control Reports at the end of each month in line with CFR requirements and these will be circulated to and discussed by the Resources Committee of the Governing Body termly.

7. INCOME

- **School Dinners**
- Payments for school dinners will be recorded in SIMs and the banking is prepared by SAO in accordance with Local Authority procedures. Parents must pay through the online payment system.
- **Letting Income**
- Payment for lettings will be made against invoices issued by the SAO in consultation with the

Executive Headteacher. These will be banked and directed to the Number 2 account for inclusion in the school's budget. Receipts will be issued to hirers on request.

Other Income

- Other income shall be receipted and banked by the SAO and detailed accounts kept of their provenance and destination. (At present this would be for payments to offset school journey costs or after school club costs where these are needed to pay for salaried staff devoting time to running the club).

8. VAT

The school uses the Authority's VAT registration number (239291642) and VAT submission process and therefore does not have to be registered in its own right. The school will therefore need to inform the Authority of the amounts of input and output VAT for the period concerned.

VAT relates to the period the invoice was raised in and not to the period the service received covered.

1. On the first day of each month (or as close to it as possible) the VAT reports are run from FMS for the preceding month, which gives the total for purchases and an actual VAT paid out figure. The SAO checks for any errors. This is then signed by the Headteacher.
2. If any VAT has been charged on services provided by the school (fairly rare) then this needs to be included in the figures.
3. On receipt of the VAT information, the Local Authority will pay the amount of VAT due to the school by BACS
4. When undertaking the Bank Reconciliation for the Number 1 account, the VAT payment made to the school should be checked against the copy of the form previously submitted.

9. DEBTS

1. The SAO issues an invoice as soon as possible after the time the service was provided
2. If the invoice is supported by a contract or Service Level Agreement, then this is stated in the description.
3. VAT is included, if applicable.
4. Invoice details are entered onto a debtors register summary and a copy of the invoice and all supporting documentation into Debtors Register File (open section) in numerical order.
5. When payment is received, date and Payment method are marked on the summary, 'paid' and the date are written on the copy and filed in the closed section of the Debtors Register File.
6. If payment has not been received within 30 days of the invoice date, 1st Reminder is sent out.
7. Further reminders are issued as appropriate and action is taken in accordance with the school's debt recovery policy.
8. Any proposals for debts that might be written off should be reviewed and agreed by the Resources Committee.

Appendix 2

St Mary's Bryanston Square C of E Primary School

Terms of Reference of the Resources Committee

1 Membership

- (i) The Committee will comprise up to 5 governors, including the Headteacher.

The Committee shall have such co-opted voting members as the governing body shall appoint.

- (iii) The Committee may make recommendations for these appointments, which should include such staff as the Headteacher shall determine in consultation with his/her colleagues.

2 Quorum

The quorum for meetings of the Committee is 3 governors and must include the Headteacher.

3 Clerking

The clerk to the committee is the clerk to the governors.

4 Meetings

The Committee will meet at least once a term, in advance of main governing body meetings, with additional meetings as required

Responsibilities:

All committees of the GB have the following responsibilities:

- To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable the governing body to fulfil its strategic role. The committee will, in consultation with the Headteacher, involve other senior leaders, as appropriate.
- To contribute to, monitor and evaluate relevant parts of the self evaluation summary, the school improvement plan and relevant policies, reporting or making recommendations to the full governing body.
- To review school policies when needed, having regard to changes in legislation and any guidance issued by the Secretary of State, reporting or making recommendations to the full governing body.
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To take appropriate action on any other relevant matter referred by the governing body.

The Resources Committee will have specific oversight of:

- the school finances ensuring that the school operates within the financial regulations of the local authority, school finance policy and procurement code and complies with any DfE and SVFS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring solvency, probity and value for money;
- the maintenance and development of the school site and premises;
- the adoption and implementation of staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled
-

In particular, the Resources Committee will:

Finance

- keep under review the school's financial procedures and controls including the scheme of delegation in financial matters and the level of delegation to the Headteacher for the day-to-day financial management of the school
- agree medium and long term financial plans for the school, reflecting school priorities including staffing plans and plans relating to the repair, maintenance and development of premises, and make recommendations to the governing body
- prepare and present to the governing body for ratification an annual budget reflecting priorities in the school improvement plan;

- agree effective procedures for monitoring the budget, consider appropriate reports for the purposes of monitoring, report the outcomes of monitoring together with an evaluation of the use of resources to the governing body at least termly with any appropriate recommendations;
- monitor the use and impact of the school's pupil premium allocation in overcoming barriers to learning
- undertake the SFVS review annually and ensure appropriate action is taken in response to any identified shortfalls
- agree the award of contracts for services in accordance with the school's scheme of delegation and procurement code, and keep under review the effectiveness and value for money of contracts so awarded
- ensure that the "School Fund" or other such fund is audited and appropriate records are kept
- establish and keep under review procedures for governors to claim expenses
- annually monitor and scrutinise the school's Petty Cash usage, overtime payments and expenditure to suppliers

Premises, Health and Safety

- draw up medium and long term plans relating to the repair, maintenance and development of premises in conjunction with LDBS and recommend action to the governing body;
- agree the lettings and charges policy for the use of school premises;
- keep the health and safety and emergency procedures and policies under review, ensuring that necessary checks and assessments are carried out and prioritised for action.
- Ensure the safe management and maintenance of asbestos, fire safety and statutory testing (for a comprehensive overview of the legislation and compliance requirements, please see Compliance Monitoring for Council Buildings: http://www.fedps.org.uk/compliance_monitoring.pdf which sets out the responsibilities for employers and duty holders). For VA schools, both the Diocese and the school have responsibility for the repair and maintenance of premises.

Staffing

- agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school improvement plan;
- keep under review appropriate staffing policies and procedures - to include grievance, discipline, redundancy, capability, sickness absence, whistle blowing and pay, ensuring that these meet the provisions of the School Teachers' Pay and Conditions Document and relevant professional standards and that staff are consulted and informed appropriately;
- to keep under review the appraisal / performance management policy and how staff objectives and CPD are linked to school improvement priorities
- recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group;
- ensure that the school complies with the General and Specific Equality Duties in relation to staff, in particular recruitment, retention and development and to report any emerging issues to the governing body
- ensure the school complies with the latest requirements in relation to safe recruitment and safeguarding procedures;
- consider any issues referred by the Headteacher outside any scheme or policy adopted by the governing body.

Admissions

- review the school's admissions policy annually, undertaking any statutory consultations
- agree admissions to the school at entry level (Nursery and Reception) and monitor in-year admissions, identifying any trends or issues

The Committee will also *form / nominate 3 governors to form a Pay and Review Committee* which will:

- ensure a review of the whole school pay policy to take account of local and national developments and make appropriate recommendations to the governing body;
- ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document and appraisal regulations**;
- ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies;
- consider the recommendation of the Headteacher's performance review group in relation to the Headteacher's pay ***;

**Anyone employed to work at the school other than the Headteacher must withdraw from this item

***Anyone employed to work at the school including the Headteacher must withdraw from this item

The terms of reference will be agreed annually by the governing body

Statutory policies and documents to be reviewed by the Resources Committee:

- Performance management / Appraisal, including Capability arrangements
- Teachers' pay
- Data protection
- Health and safety
- Accessibility plan
- Central record of recruitment and vetting checks
- Premises management (could be part of Health and Safety)
- Publication of equality information and objectives (Public Sector Equality Duty)
- Register of business interests
- Staff discipline, conduct and grievance (procedures for addressing)
- Charging Policy

Additional policies:

- Dealing with allegations against staff
- Whistle blowing
- Finance Policy

Terms of Reference agreed by the Governing Body:

Signed Date

Chair of Governors

Appendix 3

St Mary's Bryanston Square School: Scheme of Delegation

Expenditure from the school budget

- (a) expenditure below £ 9,999 is at the discretion of the Executive Headteacher
- (b) virements between budget heads below £ 9,999 is at the discretion of the Executive Headteacher
- (c) expenditure between £ 10,000 and £ 19,999 must be agreed by the Resources Committee
- (d) virements between budget heads between £ 10,000 and £ 19,999 must be agreed by the Resources Committee
- (e) expenditure over £20,000 must be agreed by the governing body
- (f) virements between budget heads of over £20,000 must be agreed by the governing body
- (g) Quotes must be sought in the order of: verbal quote up to £200, 1 written quote up to £10k, 2 written quotes between £10k and £30k and 3 written quotes over £30k.

Authorisation of official orders - signatories: Lee Duffy (Executive Headteacher) or Sasha Marius-Beeko (Head of School)

Pay sheets, pay claims and supply pay claims - signatories: Headteacher, Deputy Headteacher and, for pay claims relating to the Headteacher, Chair of Governors (Sarah Bedford)

Expenditure from the 'School Fund' (Clydesdale bank account)

- (a) expenditure below £ 1,500 is at the discretion of the Executive Headteacher
- (b) expenditure between £ 1,500 and £ 5,000 must be agreed by the Resources Committee
- (c) expenditure over £5,000 must be agreed by the governing body
- (d) Quotes must be sought in the order of: 1 written quote for expenditure up to £2,000, 2 written quotes between £2,000 and £5,000 and 3 written quotes for expenditure above £5,000.

Signatories on this account are: two of Executive Headteacher, Senior Administrative Officer and Head of School

Expenditure from accounts held by the Governing Body

All expenditure on these accounts must be authorized by the whole Governing Body.

Appendix 4: Governors' Policy on Community Use and Letting of School Premises 2025

The governing body controls the use of the school premises outside school hours and delegates the responsibility for 'premises lettings and community use' to the Resources Committee of the Governing Body.

The governors will consider applications for premises lettings and community use from a variety of registered organisations and groups including: adult education, out of school childcare, sport, youth clubs and voluntary organisations.

The governing body is aware that it **may not use its delegated budget to subsidise non-school activities**. Other sources of income must be found for that, including income from the lettings themselves. The governing body is aware that it may charge some organisations more so that the extra funds can be used to subsidise community users. Overall though, community use must at least cover its own costs. Each letting will be costed by the Senior Administrative Officer and will take account of any staff overtime payments, security costs, energy costs and any other associated expenditure. Hourly rates will be ratified by the Governing Body.

The governing body is aware of the need to ensure the school site and buildings are safe and secure during lettings and therefore require that a member of staff or person nominated by the school is available during the letting period.

Requests for lettings or community use of the school premises need to be made on the appropriate booking form for consideration by the Resources Committee. This duty may on occasions be delegated to the Headteacher.

The governing body is fully aware of its legal requirements relating to premises lettings and community use and has adopted the London Diocesan Board for School's guidance.

All groups or persons hiring the school must abide by the school's Safeguarding policy, and must be in sympathy with the aims and values of St Mary's school. The Governors reserve the right to cancel any booking with immediate effect if it is shown that the letters are not following these guidelines.

Policy agreed by Resources Committee: November 2025

Reviewed: September 2026

HIRE OF ST MARY'S SCHOOL PREMISES

To be completed by the person, aged 21 or over, who will be responsible for the payment of the charges for the use of the accommodation and other facilities and who will give the indemnity required by the conditions described in Part C.

This application must be forwarded to the person named at the bottom of this page as early as possible before the date of the proposed use.

PART A ~ APPLICATION

(please complete in black for good photocopying and print throughout)

Organisation / Person applying:	
Contact name:	
Contact for payments:	
Address:	
Telephone:	
Email address:	
Purpose for hiring: If a meeting, please specify the purpose so we can calculate the appropriate rate for the letting	
Number of people attending: See Part C No.12	
Any special requirements:	

Accommodation required

Accommodation required	No. of chairs	Day of the week	Date / No. weeks of	Time of proposed occupation	
				From	To

☐ On behalf of the organisation / person described in (1), whose authority I have to bind them by signing this application. I accept the Conditions of Hire described in Part C.

☐ I have read and agree to abide by the school's safeguarding policy and school's ethos and values

Signed: _____

Position in organisation: _____

Date: _____

PART B ~ To be completed by the School

Thank you for your application for use of our school premises.

The arrangements for your letting are as follows:

Rates to be charged: See Guidance Notes for current hiring rates	
Payment due before:	
Hirer's insurance details: Please attach copy of policy or other evidence	
Any special arrangements to be made:	
Responsible person from the school on duty for the letting:	Name: Contact details:
People to be notified (in case of emergency):	Name(s): Contact details:

Signed: _____ On behalf of the Governing Body

Position in organisation: _____

Date: _____

GUIDANCE NOTES

1. **Hiring rates** Legislation requires that any costs of hiring premises which are charged to the school's delegated budget must be repaid to that budget from income received, for example costs of electricity, heating and payments to school staff and/ or security contractors.
 - **Community use weekdays –£30/ hour from 1st September 2025***
 - **Community use weekends –£30/ hour from 1st September 2025***
 - **Commercial use weekdays –£50/ hour from 1st September 2025**
 - **Commercial use weekends –£70/ hour from 1st September 2025**

* as these lettings are at cost and therefore not profit making, it is understood that they may need to be rearranged or hosted elsewhere on occasions when the school has an event, or a one-off letting that would significantly benefit the school

2. **Income** The governing body is legally responsible for the premises of a voluntary aided school and should decide how income is to be spent. However, governors must remember that the school's delegated budget has to be refunded for all heating, lighting and any staff salary costs before allocating income to anything else.
3. **Numbers** (Condition No.12) Governors have a legal responsibility to comply with the maximum figure allowed under health and safety requirements for their premises (maximum numbers permitted to attend a car boot sale should be obtained from the local authority).
4. **Licenses** There is no national guidance regarding the issue of licenses, each local authority decides its own policy, so requirements can vary between authorities. The requirements given in Condition 4 are generally applicable.
5. **Repeated Use** The repeated use of school premises for other than education purposes e.g. car boot sales on a weekly basis, may require planning permission and other consents and should be checked with the local planning authority.
6. **School Staff on Duty**
 - a) Voluntary aided schools are not bound by national agreements between LAs and unions and are free to decide whether or not the staff member responsible should be on site throughout a period of hire.
 - b) If the regular member of staff is not on duty, the person responsible for supervising the letting must know the procedures to be followed in the event of an emergency, for example, the whereabouts of first aid supplies, emergency telephone, fire-extinguishers, emergency exits. S/he must also know the procedure for reporting any damage to property or premises and ensure that a report is submitted, and have emergency contact details for a named member of staff.
 - c) The letting is expected to finish at the agreed time. Any additional time will be charged to the Letter, as it will incur overtime costs for staff/ security personnel.
7. **Cases of disorder** (Condition 19d) It is advisable for governors to provide a clear procedure to be followed by member of staff on duty, should it become necessary to require the hirer to vacate the premises.

8. **Security and keys**

- a) The head and chair of the governing body should agree on who hold keys to the premises.
- b) The names, addresses and telephone numbers of key holders should be held by the LA, police and fire services. It is important that correct procedures are followed or any claim on insurance could be jeopardised.
- c) Anyone (governors, head or staff) going on to the premises outside school hours should notify the headteacher or Senior Admin Officer.

9. **Free of charge use:**

In exceptional circumstances, the governors may agree that the school can be used 'free of charge'. In this case, the hirer should still complete the lettings application form, and all other conditions of the policy apply.

- **Use of premises for elections** For parliamentary, local and European parliamentary elections, the Returning Office may use any part or all of a voluntary aided school for the purposes of the election.
The candidate(s) in such elections are entitled to use 'free of charge', at reasonable times, a suitable room(s) in the school for public meetings. 'Free of charge' means that the school cannot make a hiring charge for this use of the premises. However, any expenses incurred in preparing, heating, lighting, cleaning the room(s) or caretaking costs, are met either by the Returning Officer or the candidate, as appropriate.
- **Use of premises supervised by a member of staff voluntarily**
In exceptional circumstances, the governors may sanction the use of the school building for community use where a member of school staff (usually the Headteacher or Senior Admin Officer) volunteers their time to supervise the premises. These lettings should only be agreed if it would not financially disadvantage the school to do so (eg by losing out on other lettings revenue).
- **Governing Body Events** – In exceptional circumstances, the Governors may choose to utilise the premises for their own activities related to the smooth running of the school eg an event to thank staff for their service, running training events, hosting meetings about education. This is at the discretion of the Governing Body and can only be authorised by the Chair of Governors. Anyone usually hiring the building should be given a minimum of 14 days notice.

1. **Insurance** The hirer must arrange **public liability insurance**:

- ♦ to protect the hirer against third party claims for loss, damage, injury or death arising out of the use of the premises for not less than £2 million, and
- ♦ to provide an indemnity cover in respect of damage to the premises hired for not less than £2 million where such damage can be attributed to the negligence of the hirer or his/her employees or agents;
- ♦ indemnity should be extended to include the governing body of the school.

The hirer shall indemnify the Governing Body of the school against:

- ♦ all claims, loss, damage or injury which may be brought against or suffered by the Governing Body arising from or in consequence of their hiring of the school premises or equipment;
- ♦ the cost of reinstating or replacing any part of the premises or any property which shall be damaged, destroyed or removed during the period of the hiring of the premises;
- ♦ any infringement of copyright which may occur during the hiring (if applicable).

2. **Health and safety** The hirer is responsible for ensuring that all people using the school premises during the hire period are aware of exits, emergency exits and that the hirer's staff know the location of fire-fighting equipment.

No exits or corridors may be locked or fire-fighting equipment removed.

Occasional Fire drills will be arranged for the benefit of regular lettings.

Lets must finish at the agreed time and the site manager must be informed when the site is ready to be vacated

3. **Alcohol** Alcohol may not be consumed on the school premises without the written permission of the Governors.¹

4. **Licences and copyright** The hirer is responsible for obtaining all necessary licences and copyright consents. The Governors are entitled to require proof of a licence and copyright consent 48 hours before the hiring.

Licences are issued by the local authority and are usually required for:

- ♦ any function at which alcohol is sold;
- ♦ an entertainment advertised in the general public whether on payment or otherwise.

¹ For all conditions, "Governors" means Governors or their appointed agent, the Headteacher or Deputy Headteacher.

Licences are not required for:

- ♦ bazaars, jumble sales, car-boot sales, bingo. Whist-drives etc where the proceeds are for the school;
- ♦ wedding receptions, private parties where alcohol is provided but not sold.

Copyright consent may be obtained from the Performing Rights Society, 020 7580 5544

5. **Smoking** Smoking is not permitted anywhere on the school site.

6. **Payment**

- ♦ Occasional lettings: a non-returnable deposit of 50% shall be paid when the application is made; the balance to be paid no later than the day of the event.
- ♦ Block bookings: payment to be made on invoice at the beginning of each term with full payment required by the half-term.

8. **Fixtures and fittings** No fixtures or fittings or other objects shall be driven into the fabric or furnishings, or affixed to them, without the prior written agreement of the Governors.

9. **Use of furniture and equipment** The movement of school furniture and equipment from room to room is not permitted, unless previously agreed in writing with the governors. The use of all equipment and apparatus is subject to the prior written agreement of the Governors.

10. **Hirer's apparatus / equipment** The hirer shall obtain the Governors' written agreement to the bringing onto the school premises of any apparatus or equipment.

The hirer shall ensure that such apparatus or equipment is removed within such time as the Governors may allow. Any property not so removed may be removed by the Governors at the hirer's risk; the cost of such removal, together with any storage charges incurred by the Governors, shall be recoverable from the hirer.

11. **Liability** The Governors shall not be liable for any loss or damage caused to the hirer or to any other person as a result of:

- a) any failure or defect or want of repair in any of the fixtures, fittings, furniture, equipment or appliances belonging to the school or LA at the school; or

- b) any failure or interruption in the supply of water, gas or electricity to the accommodation; or any defect or want of repair in the premises or in the means of access to the premises; or
 - c) any theft or malicious or accidental damage to or loss of any property of any person taken or left at the premises.
- 12. **Numbers** The hirer shall not allow on the school premises more than the number of persons stated in the application form and never more than 200.
- 13. **Use of premises** The use of the school premises is limited to the times and nature of the event described in the application form. The hirer is responsible for ensuring good order is maintained throughout the period of hire.
- 14. **Advertisements**
 - a) No advertisements, emblems or slogans shall be displayed outside the school premises without the prior written permission of the governors.
 - b) The hirer shall remove from inside the premises any advertisement, emblem or slogan if, in the opinion of the Governors, is unlawful, unseemly, likely to lead to a disturbance or expose the premises to undue risk of fire.
- 15. **Right of entry** The Governors, the Headteacher, Deputy Headteacher and others appointed by the Governors, shall have right of entry to the premises during the hiring.
- 16. **Reporting damage** Any damage to the premises or its contents by the hirer must be reported on the day of hire to the school-keeper or person from the school supervising the letting. This must be followed by a written report on the damage caused.
- 17. **Additional conditions** The Governors reserve the right to provide additional conditions to those described in this paper as they consider appropriate.
- 18. **Condition of premises** The hirer is responsible for leaving the premises in the same condition as it was before the hire and for ensuring that everything is clean and tidy.
- 19. **Cancellation**
 - a) Occasional bookings: The hirer to give at least 10 calendar day's notice of a cancellation.
 - b) Block-bookings of a term or longer: at least two months' notice of cancellation to be given by the hirer or Governors. Shorter periods of notice may be mutually agreed.
 - c) If the Governors consider it likely that any one of these conditions will not be complied with by the hirer, the Governors may terminate the hiring forthwith by written notice to the hirer.
 - d) If, during the period of a hiring, any Governor, the Headteacher or any other authorised member of staff who may be present is of the opinion that any of these conditions have not been complied with or that disorder, damage to property or an illegal act has taken place or is threatened, that person may summarily terminate the hiring by oral notice to the hirer, or) in his/her absence) to any other person or persons apparently in control of the proceedings, whereupon the premises shall be vacated forthwith.
 - e) In the event of the hiring being cancelled under either c) or d) above the Governors shall be under no liability to refund any payment made for the hiring or to compensate the hirer or any other person for any loss or damage sustained in consequence of the cancellation.

APPENDIX – St Mary's Ethos and Values Statement

We are a Church of England primary school with a strong Christian ethos. Our vision for the school is: **'Excellence with Compassion'**

To provide an excellent learning environment, which promotes achievement in every area, and nurtures the social, emotional and spiritual well-being of the whole school community.

As a Church school, we believe every child is made in the image of God, and therefore we want the very best for them. That means achieving the highest possible academic standards, but also means that we value the whole child – mind, body and spirit – and seek to create a culture of love, respect, wellbeing and safety for everyone in our community.

Our vision is based upon Jesus' commandment in Mark 12:31: 'Love your neighbour as yourself.'

As a result, we aim to value ourselves as special and unique, value each other and treat each other with kindness, respect and grace, and value families and communities as the places where love can flourish. At St Mary's we welcome everyone to be part of our school community; as well as a number of Christian families, many of our children are Muslim or from other faith backgrounds. This is a real strength of our school, and part of what makes our school community such a wonderful place.

We have 6 core values, rooted in our Christian faith, which have been chosen by the pupils, parents, staff and Governors of our school:

Love – to show love and kindness to one another, and to the wider community, even when it is not shown to us. This way we can bring light into the world, and dispel hate and fear.

Respect – everyone is valued in our community and we treat others as we would want to be treated ourselves. We choose to conduct ourselves courteously and be polite to everyone whatever the circumstances.

Curiosity – we love learning and want to foster a passion for discovery and exploration. We believe that as God created the world, we too can be creative and want to fulfil our potential. This also means that it is ok to make mistakes as it is one of the ways in which we learn.

Forgiveness – we want to be part of a community that forgives and moves on, not holding grudges. We believe that there is always hope and always a way to mend things that go wrong.

Honesty – it is always important to tell the truth, whether we have done the wrong thing, or whether wrong has been done to us. That way we can move on and create trust amongst us.

Feeling Safe – we care about each other and those around us by working hard to keep them safe. This means saying no to bullying and any form of abuse and being careful not to harm others. Racism, sexism, homophobia and discrimination of any kind is not tolerated.

Appendix 5 CHARGING AND REMISSIONS POLICY

Purpose of Policy

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Relationship to other policies

The policy compliments the school's inclusion policy, curriculum policy, educational visits policy, equal opportunities statement and the teaching and learning policy.

Roles and responsibilities of headteacher, other staff and governors

The headteacher, staff and governors will ensure that the following applies:

- 1. No charges will be made for**
 - Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
 - Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
 - Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
 - Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested.
 - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
 - Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested.
- 2. Activities for which charges may be made**
 - Activities outside school hours – Non-residential activities (other than those listed in 1 above), which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
 - Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above). When any trip is arranged parents will be notified of the policy for allocating places.
 - Music tuition – for individuals or groups of any appropriate size.

- 3. Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions

policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

- Children who are eligible for pupil premium funding

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

4. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We shall give parents as much notice as possible of upcoming trips (and any anticipated costs)
- Parents may pay in instalments and when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Reviewed by: Lee Duffy

Executive Headteacher

November 2025

Review: September 2026

Appendix 6 Expenses Policy

Introduction

St Mary's Bryanston Square C of E Primary School employees may claim reimbursement in respect of actual expenditure incurred by them (if the cost is greater than normal school travel expenses) arising from attending meetings, training and conferences and purchases made on the school's behalf.

Purchases made on behalf of the school must be approved by the budget holder prior to purchase and in accordance with the Finance Policy.

Eligible Expenses

Travel to and from meetings, training and conferences:

- All claims must be accompanied by a relevant receipt or ticket.
- Train travel will be reimbursed at the second class rate regardless of the class of actual travel.

Purchases made on behalf of the school (eg. perishable items for cookery) provided they are supported by the relevant receipt(s). Authorisation must be sort from the budget holder prior to any purchase. All expenditure must be authorised by the budget holder for payment to be made; therefore you must be aware that if prior approval has not been obtained from the budget holder, the school reserves the right not to reimburse the cost.

Procedure for Claiming

All claims must be submitted within one month of the date of travel/purchase via the school office. Claims will only be reimbursed if they have a valid receipt.

Lee Duffy

November 2025

Review: September 2026