

St. James' Catholic High School
A Specialist Humanities College
Finance Manual



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VERSION CONTROL

Version Type	Version no.	Details
Draft	1.0	Re-write of manual for review and adoption by Finance Committee
Full	1.0	Issued
Draft	1.1	Annual Review and minor amendments following FMSiS assessment (pages 4, 6, 15)
Full	2.0	Annual Review amendments approved by Finance Committee
Full	4.0	Inclusion: monitoring the budget inclusion

DISTRIBUTION LIST

Position
Chair / Deputy Chair of Governors
Finance Committee Governors
Senior Management Team
Budget Holders
Finance Team

A. GOVERNANCE – ROLES AND RESPONSIBILITIES

1. Full Governing Body

(See appendix 1 for a full list of Governors)

- 1.1. The governing body shall exercise their functions with a view to fulfilling a largely strategic role in the running of the school.
- 1.2. The governing body shall establish a strategic framework for the school by
 - Setting aims and objectives for the school
 - Setting policies for achieving those aims and objectives
 - Setting targets for achieving those aims and objectives
- 1.3. The governing body shall evaluate and monitor progress in the school towards achievement of the aims and objectives set and regularly review the strategic framework for the school in light of that progress.
- 1.4. In exercising those functions above 1.2 & 1.3) the governing body shall
 - (Subject to any other statutory position) comply with any trust deed relating to the school; and
 - Consider any advice given by the head teacher where applicable
- 1.5. The governing body shall act as a “critical friend” to the head teacher, that is to say, they shall support the head teacher in the performance of his functions and give him constructive criticism
- 1.6. The full governing body delegates responsibility for setting the school's budget, allocation of resources, consideration of strategic financial issues and financial monitoring to the **Finance and Premises Committee**.

2. Finance and Premises Committee

The Finance and Premises Committee shall -

- 2.1. Recommend the annual budget to the governing body including the delegation of the budget responsibilities to budget managers
- 2.2. Regularly monitor actual income and expenditure against each budget and revised forecast for the year.
- 2.3. Award contracts by tender up to the delegated limit (*see appendix 2 for delegated limits*).
- 2.4. Review reports by Internal Audit and the Finance Governor/ Responsible Officer (if applicable) as to the effectiveness of the financial procedures and controls.
- 2.5. Undertake the following specific tasks
 - Assist in the preparation of the draft budget
 - Appraise different expenditure options
 - Assess expenditure bids
 - Assess forecast rolls and expected income levels
 - Monitor and agree adjustments to in-year expenditure
 - Ensure correct year-end procedures are carried out and review outturn
 - Evaluate the effectiveness of financial decisions
 - Appointment of a school auditor

3. Headteacher

The Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets, which are established by the Governing Body. The Headteacher:

- 3.1. Is responsible for the internal organisation, management and control of the school

- 3.2. Advises on and implements the governing bodies strategic framework
- 3.3. Formulates aims and objectives, policies and targets for the Governing Body to consider adopting
- 3.4. Formulates and implements the policies for leading the school towards set targets
- 3.5. Gives the Governing Body enough information to ensure that the Governors are confident that delegated responsibilities and the Head Teacher's responsibilities have been met
- 3.6. Is along with the other professional staff accountable to the Governing Body for the school's performance
- 3.7. In collaboration with the Bursar, Headteacher and Chair of Finance draws up and submits to the Governing Body an annual budget plan for the school and any proposals for subsequent amendments to the plan.
- 3.8. Human resources - Business Support staff particularly support, recruitment, training and development and health and safety issues.
- 3.9. Under delegated authority from the Governing Body the Head Teacher will also have the following financial responsibilities
 - 3.9.1. Leading and managing the creation of the School Development Plan
 - 3.9.2. Ensuring that the LA financial regulations/ DfES requirements are implemented
 - 3.9.3. Establishing sound internal financial controls which are managed on a daily basis by the Bursar / Finance Officer
 - 3.9.4. Ensuring effective implementation of current financial systems and procedures described in this manual and monitoring the operation of the budget by attendance at half-termly finance team meetings.
 - 3.9.5. Checking that funds delegated by the LA are correct
 - 3.9.6. Compiling draft budgets to the Governing Body and appropriate committees
 - 3.9.7. Producing regular reconciled budget / financial reports to the Governing Body, the LA and DfES as appropriate.
 - 3.9.8. Being a signatory for the school chequebook account.
 - 3.9.9. In collaboration with the Bursar allocate the formula driven capitation allowances for departments
 - 3.9.10. Authorise orders for specified cost centres and delegate various cost centres to appropriate members of staff
 - 3.9.11. Management of the operation of the Standards Fund
 - 3.9.12. Monitoring the operation of the school's Gift Aid Donation scheme
- 3.10. Financial responsibility specifically
 - 3.10.1. Budgeting and provision of information to budget holders
 - 3.10.2. Providing financial advice
 - 3.10.3. Generating and monitoring income
 - 3.10.4. Administering the payroll
 - 3.10.5. Arranging and checking insurance
 - 3.10.6. Costing
 - 3.10.7. Developing financial policy

4. Deputy Head Teacher

The Deputy Head Teacher takes overall financial responsibility for the following tasks:

- 4.1. Authorisation of orders for specified cost centres.
- 4.2. Being a signatory for the school chequebook account.
- 4.3. Allocating and monitoring the use of grants received in respect of 'Specialist Schools Status'.
- 4.4. Premises - Management, maintenance, security and development of the school's buildings, facilities, grounds and fixtures / fittings
- 4.5. ICT - Management, maintenance, security and development of the school's ICT network

5. Bursar

- 5.1. Prepare for approval by the Governors the annual estimates of income and expenditure.
- 5.2. Obtain agreement of budgets, and monitor accounts against budgets.
- 5.3. Prepare regular management accounts for budget holders and governors (half-termly) and report on the financial state of the school to the Governors at, for example finance monitoring and finance committee meetings.
- 5.4. Be responsible for the school accounting function, ensuring its efficient operation according to agreed procedures, and maintain those procedures by conducting at least an annual review in accordance with FMSIS standards.
- 5.5. Managing the school fund.
- 5.6. Seek professional advice on insurance and advise the Governors on the appropriate insurance for the school implementing the approved insurance's and handling any claims that arise.
- 5.7. Manage and monitor contracts, tenders and agreements for the provision of support services.
- 5.8. To assist the finance clerk in Key Area Administration Task 2 of that person's job description.
- 5.9. Monitor all accounting procedures and resolve any problems, including: the ordering, processing and payment for all goods and services provided to the school
- 5.10. The operation of all bank accounts, ensuring that a full reconciliation is undertaken as required by regulation. Preparation of invoices and collection of fees and other dues.
- 5.11. Provide detailed management accounts for the Governors and Head according to an agreed schedule, reporting immediately any exceptional problems.
- 5.12. Maintain comprehensive pay records for all school staff, including on costs.
- 5.13. Prepare all financial returns for the DFS, LA and other central and local government agencies within statutory deadlines.
- 5.14. Prepare the final accounts and liaise with the auditors.
- 5.15. Be responsible for the administration of the school's Gift Aid Donation Scheme including the parental contribution to school fund.
- 5.16. To ensure the efficient administration of the following:
- 5.17. Lettings
- 5.18. Petty cash
- 5.19. To reconcile school accounts with information provided by the LA and maintain as appropriate the SIMS database.

6. Finance Officer

- 6.1. Managing the day-to-day finances of the school by inputting invoices and preparing cheques for signing by the Headteacher as appropriate.
- 6.2. Managing the day-to-day operation of the school's cashier service by taking payments, issuing receipts, preparing the money collected for banking and keeping up to date records.
- 6.3. Inputting income and expenditure information and profiling budget headings.
- 6.4. Processing orders, invoices and payments.
- 6.5. Ensuring that correct procedures with reference to ordering are adhered to.
- 6.6. Code purchase invoices, after matching with our order numbers, keep an electronic record and hard copy.
- 6.7. Administering the petty cash account
- 6.8. To have responsibility for cost centre(s) in negotiation with the Headteacher e.g. post and reprographics.

7. Directors of Faculty

Directors of Faculty take responsibility for the following tasks:

7.1. The operation of any budget heading delegated to them to ensure that:

- All orders are raised using a standard school order form.
- They sign the order form before submitting it to the finance department.
- The departmental allocation is not overspent.
- They monitor the spending of the department.
- They provide information about departmental spending when required.
- They follow Best Value principles when making purchases.
- They follow financial regulations as laid down in this Manual.

8. Senior Admin Officer

Administration - The provision of Administrative support to the teaching staff and students e.g. examinations, travel etc.

9. Other Governance Items

9.1 Limits of Delegated Authority

This is determined on an annual basis and can be found in Appendix 2.

9.2 Financial Monitoring

The school budget is monitored on a half-termly basis. The meeting involves the Chair of Finance, the Bursar and the Head Teacher. Paperwork for this meeting includes "Cost Centre Analysis". An example of this document can be found in Appendix 3. Budgetary decisions/actions suggested at these meetings are taken to the Finance Committee meeting for ratification or otherwise. Finance Committee meetings take place at least once every half-term and be maintained electronically on the schools network in : w:governors

9.3 Minutes of Meetings

All meetings are minuted, monitoring meetings by the Bursar and Finance Committee meetings by the clerk to the Committee. This is currently the leadership group secretary - all minutes are filed in the appropriate filing cabinet in her office.

9.4 Register of Business Interests

The Governing Body should establish and keep up to date a Register of Business Interests of Governors, the Head Teacher and any other staff who influence financial decisions in order to comply with Contract Procedure Rule 25(b) - *'no member of a governing body, nor any company or partnership firm in which he/she has an interest, nor any employer, nominee or spouse of a member of the governing body shall undertake the execution of work on behalf of the governing body or shall accept an order for the supply of goods or materials to that governing body unless such work or order for goods or materials has been offered or secured by competitive quotation or tender, which fact shall be entered in the minutes of the governing body concerned'*

This should be open to examination by Governors, staff, parents and the LA.

'Declaration of Business Interest' forms must be completed annually (September). Where a member of staff or a governor declares a business interest, the name of the business should be recorded in full. When considering expenditure, if a 'registered interest' is involved then 3 quotes must be obtained irrelevant of the amount involved.

B. FINANCIAL PLANNING

1. The School Development Plan

1.1. Format

The School Development Plan (SDP) has the following format:

St. James' Catholic High School Development Plan 2000 – 2003		Aspect			Area	
Targets		Key Personnel	Start Date	Finish Date	Cost	Success Criteria
1						
2						

The school development plan is essentially in two parts. The first is the “Priorities for School Development”. This shows the development priorities for the school over a four-year period. The second part is the school development plan written to match the OFSTED framework. It gives precise detail of what the school is setting out to achieve with appropriate personnel, time scales, costings and success criteria identified. It needs to be remembered that the success criteria must relate directly to pupils’ achievement.

A copy of the SDP can be obtained from the leadership group secretary.

1.2. Timetable for Constructing the SDP and School Budget

Procedures	Time Period for Completion
Initial monitoring of department DPs	October
Bi-annual review of SDP completed	Beginning of the spring term (January)
Updated three year SDP completed	February half-term
Updated three year SDP presented to curriculum committee for approval.	First meeting of the spring term.
Work commences on school budget.	At the end of the autumn term
School budget completed ready for approval by finance team.	May/June
School budget and SDP approved by full governing body	At the last full governing body meeting of the year.
Forward details of school budget to LA	Details sent to LA immediately after full governing body meeting.

1.3. The School’s Budget and Links to the SDP Including Planned Expenditure

The mechanism to enable this to happen is included in the table above (1.2).

1.4. Approval of the SDP and School Budget

This is covered in the table above (1.2).

2. New Initiatives - Appraisal

Teachers requiring finance for new initiatives are required to give a presentation to the Finance Committee in order that an appraisal, in relation to all likely costs, benefits and financial sustainability can be carried out. Final approval for finance remains with the Governing Body.

3. Intended Expenditure

Directors of Faculty meet with their line manager once a half-term. One of the fixed agenda items for this meeting is an update on the progress of the SDP including a profile of spending which is compared to previous years.

4. Budget Surpluses

The three quarterly budget check asks budget holders to identify, in writing how surpluses are to be utilised. Surpluses can be carried over into the next financial year on the condition that the budget holder can justify the surplus and that the finance committee approves the justification. Budget holders must be specific when making the justification. For example what resources they intend to purchase and the projected costs of these resources. Should the finance committee not approve the surplus the governors reserve the right to channel the unspent funds in to the following year's general capitation allowance.

5. Process for Preparing the Budget

- Information concerning the school's indicative (formula driven) budget, Government grants etc. for the following financial year is received in February/March. The formula allocation being largely based on pupil numbers as per the January Census.
- Curriculum map and associated staffing profile for September agreed and salary commitment to support the agreed profile calculated using HCCS software,
- Estimates of operational expenditure e.g. utilities, cleaning, business rates, repairs & maintenance, insurance, postage, telephones, examinations & assessment are made.
- Individual cost centre allocations for the financial year are calculated including formula allocation of capitation for faculties.
- Plans for the use of Standards Fund are made.
- Planned use of any surpluses/plans to recover deficits are agreed
- Budget prepared by feeding appropriate information into HCSS software package in the CFR format.
- Budget presented for approval at the full governing body meeting in June.

C. BUDGET MONITORING

1. Frequency

The finance committee meet at least once a half-term and a fixed agenda item is monitoring of the budget. Budget monitoring reports are produced by the Bursar (Appendix 3). If appropriate, significant variances against the budget are identified and explained. Where necessary remedial action plans including virements are approved. Monitoring of the salaries budget is also carried out at these meetings

Once the budget has been approved by the governing body, a spreadsheet is prepared showing the predicted spend/quarter for each cost centre.

Each quarter the actual spend is compared to the predicted spend and this information shared with cost centre holders.

Significant differences between actual and predicted spend are then investigated with individual cost centre holders.

The information from step 3 informs any virement and/or spending decisions by the governing body.

2. Expenditure on Initiatives

Whilst the Headteacher is ultimately responsible for this, the monitoring of spending on such initiatives takes place at the half-termly finance team and termly finance committee meetings.

3. Faculty Spending

The Bursar provides ½ termly account statements for each budget holder. These show the amount spent or committed to date against their budgets. These reports are monitored at the half-termly finance team meeting and the termly finance committee meeting.

4. Bank Account Cash Flow Forecasts

These are produced by the Bursar and are used to ensure that the school does not become overdrawn.

D. PURCHASING

It is vital that the school achieves the best value for money it can from all purchases, whether they are of goods or services. In this context, value for money is about getting the right quality at the best available price. This often means looking further ahead than the immediate purchase, especially when selecting equipment, and taking into account associated costs such as supplies and maintenance.

1. Purchasing Standards

- 1.1. The school should always consider price, quality and fitness for purpose when purchasing goods or services.
- 1.2. Prior approval from the governing body should be obtained for all expenditure above **£20,000** (see Limits of Delegated Authority – Appendix 2).
- 1.3. Three written quotations should be obtained for all expenditure above **£1000** unless it is impracticable to do so. In such circumstances, the reasons for not doing so should be reported to the governing body.
- 1.4. Where a quotation other than the lowest is accepted, the reasons for this decision must be reported to the governing body and included in the minutes of the relevant meeting.
- 1.5. All purchases estimated to exceed **£7500** should be put out to tender. Specifications should define the service to be provided in terms of its:
 - Nature;
 - Quality standards;
 - Information;
 - Monitoring requirements;
 - Contract review procedures.
 - Timings
- 1.6. The school should not enter into any financial agreement with capital implications without the approval of the Governing Body and the diocese.
- 1.7. Official, pre-numbered orders should be used for all goods and services except utilities, rents, rates and petty cash payments. Oral orders either by telephone or otherwise should not be made. However, in exceptional circumstances when they are made they must be confirmed by a written order. The written order must indicate that it is a confirmation of an oral order by having the following written on it:

“This order confirms the telephone/oral order made on (day and date) by (Name of person making the original order).”
- 1.8. Orders should be used only for goods and services provided to the school. Individuals must not use official orders to obtain goods or services for their private use.
- 1.9. A member of staff approved by the governing body must sign all orders and the school should maintain a list of such staff.
- 1.10. The signatory of the order should be satisfied that the goods or services ordered are appropriate and needed, that there is adequate budgetary provision and that quotations or tenders have been obtained if necessary.
- 1.11. When an order is placed, the estimated cost should be committed against the appropriate budget allocation so that it features in subsequent budget monitoring.
- 1.12. The school should check goods and services on receipt to ensure they match the order and the order should be marked accordingly. The person who signed the order should not do this.
- 1.13. Payment should be made within time limits specified in law for the payment of debts and only when a proper invoice has been received, checked, coded and certified for payment.
- 1.14. A member of staff approved by the governing body should certify invoices for payment. This should be neither the person who signed the order nor the person who checked the receipt of goods or services.
- 1.15. The school should maintain a list of staff authorised to certify invoices for payment. Where the payments are made by the LA on behalf of the school, the names of authorised staff, together with specimen signatures, should be forwarded to the LA.

- 1.16. All paid invoices should be marked with the cheque number and the word 'Paid'. They should be securely stored in order.

2. Purchase of items by staff for use off site

It is not appropriate to expect members of staff to pay for items of equipment or books, which are essential to their role. This includes the purchase of items for use at home. Items purchased by teachers for their personal professional use must satisfy the following conditions:

- *The item purchased must be substantially for the use of the member of staff in the discharge of their duties;*
- *The item purchased cannot be readily borrowed from school;*
- *The item remains the property of St. James' Catholic High School and must be returned if the member of staff ceases to be an employee;*
- *If the member of staff makes a personal purchase then a receipt **must be obtained** so that any monies can be reimbursed.*

Order request forms should be used for all purchases and should be fully completed including the full address of the supplier. Delivery arrangements should always be completed to avoid duplicate orders and any misunderstandings. Prior to submission of the order the named budget holder must sign all order requests. (The list of budget holders can be found in Appendix 4).

Prior to signing the order the budget holder must be satisfied that:

- The goods or services ordered are appropriate;
- The goods or services are needed;
- There is adequate budgetary provision;
- Quotations or tenders have been obtained if necessary.

All order requests have to be authorised by the head teacher. Failure to complete forms as described above will result in them being returned to the budget holder, which may result in a delay.

Orders will be processed in the order that they are received (except in very urgent cases). When goods are received – **all** paper work should be sent to the finance office where it will be processed. If there is any problem with the received goods it is the responsibility of the budget holder to contact the suppliers and inform the finance office.

When an order is placed it is the responsibility of the Finance Officer to ensure that the order is entered on to the computer system showing how the estimated cost has been committed against the appropriate budget allocation. This allows accurate budget monitoring to take place.

Goods and services received by the school **must be checked on receipt** to ensure that they match the order. The order must then be marked accordingly. The checking and marking of the order **must not be done by the budget holder i.e. the person who signed the order.**

3. Payment of Invoices

Payment of invoices is only made when a proper invoice (*photocopied invoices and statements are not acceptable but faxed invoices are*) has been received, checked, coded and certified for payment.

A member of staff approved by the governing body should certify invoices for payment. **This should be the person who checked the receipt of goods or services. The budget holder will usually carry out certification of invoices for payment.**

A list of staff approved by the governing body for certification of invoices for payment along with their specimen signatures can be found in Appendix 4.

All paid invoices are marked with the cheque number and the word "Paid". The responsibility for the secure storage of these paid invoices, which will be in number order, rests with the Bursar.

4. VAT on Purchases

Goods ordered by the school are usually exempt from VAT with **two exceptions**:

- items purchased by staff using their own credit card, debit card or cheque. The school cannot reclaim VAT on such purchases;
- school trips which are not essential for the delivery of the National Curriculum (i.e. recreational trips)

5. Credit Card (School) Purchases

A School credit card account exists to provide the advantages of Internet purchasing namely

- Cost savings
- Staff time savings
- Savings in Administration

The overall credit limit agreed is £2000

Cardholders are authorised to purchase items / services on behalf of the school up to the agreed limit on each card – see table below

Name	Title	Card Limit
J Barnes	Acting Headteacher	£500
J Howarth	Bursar	£500
E Smith	Librarian	£250

An order form should be completed for every purchase made and clearly marked " Ordered via internet using school credit card (xxx)*"

**xxx insert the initials of the person who is the registered user of the card used to make the purchase e.g. JB*

The Bursar receives a monthly statement from the Credit Card Company that is reconciled to the individual card statements provided by the cardholders. Any discrepancies are immediately investigated.

Settlement is made by Direct Debit to the School's bank account

6. Filing of Documentation

- Cheques are filed in number order
- Quotes, delivery notes and invoices are attached to cheques, which are then securely stored in the finance office.

E. CHARGING POLICY

This policy has been approved by the Governing Body and is reviewed annually by the Finance and Premises Committee

1. Activities

This policy confirms the right of the School to invite voluntary contributions for the benefit of the School or in support of any activity organised by the School whether during or outside School hours.

No charge will be made (except at 1.1, 1.2 and 1.3 below) for any activity offered to pupils during the school day

No charge will be made (except at 1.1 to 1.4 below) for any activity that is organised by the School outside the school day

- 1.1. Charges may be made for the actual cost of tuition to individuals or groups of not more than 4 in the playing of a musical instrument not being part of the syllabus or prescribed examination where parents have indicated their agreement in advance
- 1.2. Charges may be made for materials or ingredients required for practical subjects where parents have indicated in advance their desire to own the product
- 1.3. Charges may be made for actual board and lodging.

No charge for board and lodging for pupils whose parent(s) or guardian(s) 1s/are in receipt of the following state benefits: Income Support, Income-based Job Seekers Allowance, Working Families' Tax Credits or Disabled Person's Tax Credit

- During school hours
 - Or outside school hours but required to fulfil a statutory duty or syllabus of a prescribed examination.
- 1.4. Charges may be made for other activities that are recognisably distinct from the curriculum where parents have indicated their agreement in advance.

2. Damages and Losses

Charges may be made for the cost of repairing or replacing any damaged property or item resulting from a student's inappropriate behaviour

Charges may be made for the cost of replacing any property or item that has been loaned or hired to a student and not returned

3. Remissions

- 3.1. The discretion to remit in whole or in part any charge, which may be made by the School, has been vested in the Head Teacher.
- 3.2. Remission may be made on the grounds of educational considerations with regard to both the student and the School needs
- 3.3. Remission may be made on the grounds of financial considerations with regard to both the student and the School needs
- 3.4. Remissions may be made on a group or an individual student basis.

4. Examinations

- 4.1. Charges may be made to recover the wasted examination fee from the parent of a student who without good reason has failed to complete any examination requirement
- 4.2. Charges may be made to recover the entry fee for a public examination other than those on the prescribed list as determined by the Secretary of State
- 4.3. Charges may be made to recover the cost of examination preparation conducted outside school hours in respect of any public examination other than those on the prescribed list as determined by the Secretary of State
- 4.4. Charges may be made to recover the cost of examination re-sits where the School has provided no further preparation.

5. Revision Books / Equipment

If the school wishes to purchase items for subsequent sale to pupils it is important that

- There are proper procedures in place to control stock and reconcile income / purchases
- It is made clear to parents of students that the material / equipment is not required as part of the syllabus
- The material / equipment is not sold at a profit

F. FINANCIAL CONTROLS

The school has written descriptions of its financial procedures contained in this document "St. James' Catholic High School Finance Manual". The Finance and Premises Committee review the Finance Manual on an annual basis.

1. Maintenance of Financial Control

The Bursar and a part-time Cashier, staff the finance office. The team of two ensures that expertise is not confined to one person. It also ensures that duties related to financial administration are distributed. In addition the work of one acts as a check on the work of the other.

2. Record Keeping

The Bursar is responsible for maintaining accounting records and documentation relating to financial transactions for a period of 5 years **or the time period recommended by the LA.**

3. Alterations to Documentation

Any alterations to original documents e.g. cheques, invoices and orders must be made **clearly in ink and initialled.**

4. Records Storage

The Bursar is responsible for storing accounting records that must be stored securely. Access to these records is restricted to:

- The Bursar
- Finance Officer
- The Chair of Governors and his/her representatives
- The Chair of the Finance Committee
- Members of the Leadership Group
- The Authority Auditor and his/her representatives.

5. Earmarked Funding

The Headteacher is responsible for ensuring that the expenditure from sources of earmarked funding is accounted for separately and that the funding is used for its intended purpose.

It is legitimate for the Headteacher to delegate the responsibility for allocating earmarked funds to specific budget holders. The Bursar will provide cost centre reports to Budget holders who must provide a $\frac{3}{4}$ yearly report, for the finance committee on how funds have been used.

Examples of earmarked funding include: Standards Fund e.g. specialist schools, Special Needs Funding for Designated Schools

The Bursar will also advise budget holders in writing if actual spend appears excessive when viewed against budget at specific times throughout the financial year e.g. September and January.

G. INCOME

1. Income Recording

It is the responsibility of the Bursar to maintain records of income due to the school.

2. Lettings

Lettings of the school premises are carried out according to a lettings policy approved by the governors. The Finance and Premises committee reviews this annually. The site manager is responsible for keeping a diary of all lettings.

3. Invoicing

Where appropriate invoices are issued within **30 days**.

The responsibility of identifying sums of money due to the school lies with the member of staff organising a particular function or service, which requires payment from a school account. Ultimately the Headteacher monitors this process. So, for example if a member of staff organises a school trip the size of the voluntary contribution is determined by the Bursar and approved by the Headteacher.

The responsibility for collecting and banking such sums rests with the Bursar.

4. Receipting

It is the responsibility of the Bursar to ensure that official, numbered receipts are issued for all income collected. Copies of receipts issued are securely stored, in paying in slip number order.

5. Security - Cash & Cheques

All cash and cheques are locked away securely to guard against theft or loss. There is a safe in the Finance Office for the purpose of secure storage. **Cash or cheques must not be stored in classrooms, unlocked filing cabinets or desk drawers.**

6. Bank Deposits

All monies collected should be paid into the appropriate bank as soon as practically possible. Bank paying in slips must show clearly the split between cash and cheques and list each cheque separately.

7. Personal Cheques

Income collections **must not** be used for the encashment of personal cheques or for other payments.

8. Late Payment of Invoices

All invoices issued by the school should be paid within 30 days.

A letter, signed by the Headteacher requesting payment within 14 days, should follow up unpaid invoices.

If the invoice remains unpaid after 14 days a further letter, once again signed by the Headteacher should be sent requesting payment within **7 days**.

If after this further 7 days the invoice remains unpaid it is the responsibility of the Bursar to contact the LA for further advice including pursuit of payment through the courts.

If it is decided that a debt should be written off e.g. when the company owing the money has gone out of business, then LA regulations must be followed and the Bursar is responsible for keeping a record of the sum written off.

9. Machine Takings

It is the responsibility of the Head Teacher to ensure that machines taking money, including telephones are emptied at least weekly and the cash counted by **two people**. It is the responsibility of the Bursar to ensure that a record of the amount of money collected is kept and also a record of the names of the two people who counted the money.

10. Money Transfers between Staff

It is the responsibility of the Headteacher to ensure that school money transfers between Cost Centre managers are recorded and signed for. It is the responsibility of the Bursar to maintain a register giving details of these transfers.

11. School Trips

To ensure adequate control over monies received in respect of school trips, the Bursar should review budgetary reports of each individual trip.

H. BANKING

1. Bank Statements - Reconciliation

Bank statements are obtained fortnightly and it is the responsibility of the Finance Assistant to reconcile these with the school's own accounting records. Any discrepancies must be immediately investigated. After the reconciliation has been completed the Bursar signs the paperwork.

The paperwork is then reviewed by the Head Teacher and then countersigned by him/her to verify the authenticity of the procedure.

*The person responsible for undertaking the bank reconciliation **should not be responsible for the processing of receipts or payments.** Accordingly the school must identify a person who will take responsibility for carrying out the reconciliation process.*

2. Surplus Funds

All funds surplus to immediate requirements are invested in an interest bearing deposit account at the bank. This is in accordance with the LA's investment policy. The bank manages the movement of funds between the current and deposit accounts.

3. Private Bank Accounts

Individuals must not use their private bank accounts for any payment or receipt related to the school's budget.

4. Overdrawn Accounts

The school's bankers must be advised that the school must **not be allowed to go overdrawn or negotiate overdraft facilities.**

5. Loans

The governors should not enter into any loan agreements, other than with the LA, without the prior approval of the Secretary of State for Education and Skills.

6. Cheques

All cheques must bear the signature of **two signatories** approved by the governing body. Only manuscript signatures should be used and **cheques must not be pre-signed.**

A list of signatories approved by the governing body and a list of all bank and building society accounts held by the school can be found Appendix 5.

Cheques for signing **must be accompanied by documentation showing what the expenditure is for.** This is to safeguard against inappropriate expenditure.

All cheques drawn on the accounts are crossed "**account payee only**". This avoids the possibility of improper negotiation of the cheques.

I PETTY CASH

1. Petty Cash Limits

This is to be no more than £200. The responsibility for the security of the petty cash lies with the Bursar. Only the Bursar and the Finance Officer have access to it.

When replenishing the petty cash, the cheque signatories should be provided with the petty cash reimbursement summary so they can satisfy themselves of the need to replenish.

2. Petty Cash - Payments

Payments from petty cash are limited to minor items, which have a maximum cost of £20. Prior approval for payments from petty cash must be obtained from the budget holder. Once a payment from petty cash is made the petty cash fund is reimbursed from the appropriate cost centre.

3. Petty Cash - Expenditure and receipts

All expenditure from petty cash should, where possible, be supported from receipts. The latter must identify any VAT paid.

Staff are reminded not to purchase items by credit card, debit card or cheque for which they require reimbursement from the petty cash fund. The school **cannot** reclaim the VAT paid on such purchases.

The recipient must sign for refunds from the petty cash fund.

4. Petty Cash - Reconciliation

The Bursar keeps records of amounts paid into and taken out of the fund. The Headteacher or his/her appointed representative checks these records, half-termly. In addition checks are carried out between the petty cash accounting records and bank statements. These checks are carried out by the Finance Officer and reviewed on a quarterly basis by the Headteacher or his/her appointed representative.

5. Petty Cash - Personal Cheques

Personal cheques should not be encashed from the petty cash fund.

J. TAX

1. VAT, Tax & CIS Training

The Bursar is guaranteed training in familiarising her/himself in current VAT, Income Tax and Construction Industry Scheme (CIS) regulations. Should help be required then the LA Financial Services department is consulted.

2. VAT on School Activities

All school procedures stipulate that only proper VAT invoices are paid. Staff are aware that payment by credit cards, debit cards or cheque for items purchased from the petty cash fund does not allow the school to have the VAT reimbursed.

The documentation which staff are required to complete to seek approval for school trips has a section where staff have to give the educational objectives for the trip. In the staff handbook it clearly states that the school can only reclaim VAT on payments for school trips, which are educational in nature. Recreational trips are subject to VAT that cannot be reclaimed.

Once a school trip has been authorised a memo is sent from the Headteacher to the finance department authorising the opening of a trip account.

The staff handbook also points out the regulations with reference to in class sales (*also, see section E 5 of this manual*).

3. Construction Industry Tax Scheme (CITS)

3.1. The School is required to comply with the appropriate tax legislation regarding the Construction Industry Tax Scheme. Where a payment, subject to the Scheme, is due from a school the following procedures need to be undertaken:

- 3.1.1. The school has employed a person (which includes individual, partnership, and company) to carry out work associated with the construction industry.
- 3.1.2. The school has received an invoice (or invoices) in respect of that work, which is required to show separate charges in respect of labour and materials, and the labour charge on that invoice (or those invoices) amounts to £1,000 or more.
- 3.1.3. The school should on no account make payment directly to the person, whether the person is, or claims to be, registered under the Scheme or not.
- 3.1.4. The school should make payment (less VAT if applicable) by sending the invoice (or invoices) and their cheque made payable to Stockport Metropolitan Borough Council (SMBC) to the Authority with a covering letter.

3.2. It is the responsibility of schools to identify if a payment is subject to the Scheme. To aid them in this responsibility the following advice is given:

- 3.2.1. As far as a school is concerned the same system of payment, as described above, shall apply whether or not the sub-contractor is registered under the Scheme.
- 3.2.2. The Scheme notes that construction includes repair and improvements of buildings, civil engineering works, landscaping and other works including such things as painting and decorating.
- 3.2.3. Mixed contracts, those that involve work excluded from the Scheme as well as that included, shall be dealt with as if all the work was included in the Scheme.

- 3.2.4. Invoices submitted by sub-contractors should be split between material and labour charges.
- 3.2.5. By concession the Scheme does not apply to small contracts not exceeding £1,000 in labour charges in respect of each contract. Schools should not attempt to bypass the Scheme by deliberately breaking up or phasing work so that they remain below the threshold.
- 3.2.6. Cash payments should not be made for any work described in the Scheme.
- 3.2.7. If schools do not apply the Scheme or the payments system properly they themselves may become liable for the tax.

K. VOLUNTARY FUNDS

1. Voluntary Funding

The school has four sources of income under this category:

1.1. PTA Funds

The PTA Committee administers PTA funds and the treasurer is Mrs Pauline Robinson. All PTA funds are held in the PTA's own bank account.

1.2. The GAD Scheme

The GAD (Gift Aid Donation) Scheme is administered under the auspices of the Diocese of Shrewsbury, which is registered with the Charities Commission. (Charity Number: 234025) Details of the GAD Scheme account held by the school is as follows:

Bank: Royal Bank of Scotland
 Account Number: xxxxxxxx

The treasurer for the GAD scheme is the Head Teacher and is administered by Mrs Jane Corless, Senior Administration Officer.

1.3. School Fund

Donations received by the school under the heading "charities" are paid into the School Fund. Once all donations have been received they are immediately paid to the beneficiaries.

1.4. Lettings

1.5. Devolved Formula Capital

The Diocese holds the account. Whilst the cheque book is held in the Finance Office safe, all cheques must be signed by either the Headteacher and the Chair of Governors or the Diocese Financial Secretary. Funds in this account may only be used for capital purchases

2. Voluntary Funds - Auditing

The Governors appoint an auditor on an annual basis. The governor responsible for appointing the auditor is the Chair of the Finance and Premises Committee.

Any income, which properly relates to the school's delegated budget, should not be credited to a voluntary fund.

3. Voluntary Funds - Report to the Governing Body

The presentation occurs at the full governing body meeting taking place at the end of the financial year. Once the audited accounts have been approved by the governing body they are then copied to the LA.

4. Voluntary Funds - Authorised Signatories

	PTA Account	GAD Scheme Account	School Fund	Lettings	Devolved Formula Capital
Authorised Signatories	Mrs P Robinson <i>(Treasurer)</i> Mrs S Kilburn <i>(Chair)</i> Mr J F Barnes <i>(President)</i>	Mr J F Barnes Mrs P Mullen Mrs J Howarth Dr S Guscott	Mr J F Barnes Mrs P Mullen Mrs J Howarth Dr S Guscott	Mr J F Barnes Mrs J Howarth Mrs P Mullen Dr S Guscott	Mr P Carter <i>(Chair of Govs)</i> Mr J F Barnes

5. Voluntary Funds Income

Any voluntary fund income is paid into the relevant bank account at least once a month.

6. Voluntary Funds - Receipts

Receipts are issued for any donations or income entering voluntary funds.

With reference to the GAD scheme account. Receipts are issued for one off donations. For regular contributors their membership of the scheme is acknowledged.

7. Voluntary Funds - Bank Reconciliation

Bank reconciliation takes place at least quarterly between accounting records and bank statements by the appropriate authorised officers.

The accounts are independently audited on an annual basis, i.e. at the end of the financial year by an auditor appointed by the Chair of the Finance and Premises Committee.

8. Voluntary Funds - Insurance

The governing body should ensure that voluntary funds are covered by insurance, including fidelity guarantee insurance.

L. ASSETS

1. Stock Maintenance

Heads of Department and other budget holders are responsible for maintaining reasonable levels of stock. It is not current school policy to maintain a central supply of stock.

2. Inventories

With effect from 1st January 2002 all budget holders will be required to assist the completion of an inventory of all items of equipment with a replacement cost of at least £50.

In addition heads of department will be required to maintain an inventory of all textbooks, computer software and videocassette tapes.

These inventories to be checked at the end of the school year i.e. July. Checking will be by random sampling. All discrepancies are to be investigated and any over the sum of £50 will be reported to the governing body. The member of staff undertaking the annual check should sign and date a hard copy of the inventory list as evidence of the check.

3. School Equipment - Use Off-Site

The Learning Resource Centre Assistant keeps a register of equipment borrowed. The equipment being stored in the LRC and the identity of the borrower being recorded by the use of thumb print recognition software.

4. Stock Disposal

The governing body through the finance committee authorise all write-offs and disposals of surplus stocks and equipment in accordance with LA regulations. Old ICT equipment must be disposed of in accordance with WEEE regulations. SMBC should be contacted (Waste Management Section).

5. Safes

As of September 2008 there is one safe located in the secure store. The key holder is: the receptionist, currently Mrs Julia Heatley. In addition there is a safe located in the finance office the combination holders are Mrs Judith Howarth and Mrs Judi McGhee.

6. Assets Management Plan

The LA has formulated this during the academic year 1999/2000.

On an annual basis (i.e. in the Autumn Term) the building undergoes a visual inspection conducted by the Bursar and Site Manager; and using the plan as a guide, priorities for maintenance and development are identified. A report is then submitted to the Finance Committee for their approval.

M. INSURANCE

1. Risks Review

The finance committee at their first meeting of the year during the autumn term reviews all insurance risks annually. This review is carried out in conjunction with the LA and includes:

- Third party liability
- Property
- Money
- Personal Accident
- Motor Insurance
- Fidelity Guarantee (i.e. to cover the loss of assets due to fraud or dishonesty on the part of employees).
- Cover for the use of school equipment when it is off the premises.

In addition the Committee considers whether or not to insure risks not covered by the LA or Diocese. The Committee is aware that the cost of such premiums should be met from the delegated budget.

Evidence for the review is provided by the minutes of the meeting.

At the moment the school buys back into the LA's insurance arrangements under delegated funding (January 2002).

It is the responsibility of the Headteacher to notify the insurers of any new risks or alterations affecting existing insurance.

2. Indemnity

The school should not give any indemnity to a third party without the written consent of its insurers.

3. Insurance Claims

It is the responsibility of the Bursar to ensure that the school's insurers are informed of all accidents, losses and other incidents that may give rise to an insurance claim. The LA is informed of accidents through the accident report form completed after every accident.

N PAYROLL

The Staff and Pupils Committee of the Governing Body (hereinafter referred to as "The Committee") are responsible for personnel activities. The Committee must approve all appointments, terminations of employment and changes to individuals' conditions (as recommended by the Head teacher).

1. Personnel Procedures – Appointments

Procedures for appointments:

- 1.1. Should a vacancy arise either as a result of a resignation or curriculum and staff review the Chair of the Committee is informed.
- 1.2. A meeting of the Committee is convened to determine:
 - 1.2.1. The job description
 - 1.2.2. The person specification
 - 1.2.3. Salary scale
- 1.3. Interview procedure to include:
 - 1.3.1. Timetable for the appointment (including wording of the advertisement and publications where it will be placed)
 - 1.3.2. Format of the interview
 - 1.3.3. Personnel involved
 - 1.3.4. Selection procedures (for teaching posts this will always include an observed teaching exercise).
 - 1.3.5. Interview questions with responses to provide evidence for the person specification and job description
- 1.4. The Committee will try and encourage practising Catholics to apply for posts at the school. In any event they will **only appoint practising Catholics to the posts of Headteacher, Deputy Headteacher and Head of Religious Education**. They would also wish to appoint practising Catholics to the posts of Assistant Headteacher and Head of Year. However, if this was not possible candidates for these positions must make a firm commitment to support the Catholic ethos of the school and agree to paragraph 4 (iii) (a) in the CES contract relating to the Catholic character of the school.
- 1.5. Advertisements where appropriate will be placed on the Eteach website, Times Education Supplement or local press. However, for temporary posts of less than one year's duration it may be more appropriate to always advertise in the local press e.g. the Manchester Evening News, the Stockport Express etc. All roles will also be advertised on the School's website - <http://www.stjamescatholichighschool.org.uk>
- 1.6. Respondents to the advertisement will be able to download the applicants pack from the Eteach website. The pack will include:
 - 1.6.1. A Catholic Education Service (CES) application form
 - 1.6.2. A School Prospectus
 - 1.6.3. A copy of the latest summary Section 5 & Section 48 OFSTED Reports
 - 1.6.4. Job Description
 - 1.6.5. Person Specification
 - 1.6.6. A letter signed by the Chair of the Committee welcoming the enquiry, giving a brief personal view of the school, containing a job specific paragraph (if appropriate authored by the appropriate line manager) and giving the timetable for the appointment including closing and interview dates.
 - 1.6.7. A list will be kept of people (including their contact information) requesting details of the post.
- 1.7. Copies of the applications for the post(s) advertised are photocopied and sent to appropriate members of the Committee and members of staff as they are received.
- 1.8. After a short-listing meeting, letters inviting applicants for interview are despatched as soon as possible. In addition references are requested for each candidate. In the case of Catholic applicants one of the references must be requested from the applicants parish priest or a priest who is known to them. *The Committee have not specified a minimum number of candidates for short listing.*

- 1.9. The letter inviting candidates for interview must include
 - 1.9.1. Details of any preparation that each candidate must carry out for any interview tasks
 - 1.9.2. Appropriate details with reference to the CRB & qualifications check for the successful candidate.
- 1.10. Once the number of candidates for interview is known the appropriate line manager is informed. Rooms are then booked, catering arranged with the catering manager, parking arrangements made with the site or assistant site manager, tour guides identified and for teaching posts groups of children who will participate in the observed lessons and Student Council interviews.
- 1.11. After the selection process has been carried out the successful candidate is notified and asked if they accept the post they are being offered.
- 1.12. The unsuccessful candidates are given the option of a debriefing with one of the professionals involved in the interview.
- 1.13. The verbal offer of the post to the successful candidate is followed up by a written offer, which must be subject to satisfactory CRB, qualification and Health Checks. The latter information must be included in the written offer letter.
- 1.14. Once the successful candidate has accepted the post in writing the LA must be informed, the appropriate paper work completed, the school finance department informed and the name of the successful candidate included in the next staff bulletin.
- 1.15. All candidates arriving for interview are entitled to make a claim for expenses.

To Summarise:

Action Required	Responsibility
Notification of vacancy to Chair of Staff & Pupils Committee	Headteacher
Convene Meetings of Staff & Pupils Committee	Headteacher
Notification of meetings to members of the Committee	Leadership Group Secretary
Agenda and paperwork to Committee members attending meeting, booking location and arranging refreshments	Leadership Group Secretary
Placing Advertisement in the press	Leadership Group Secretary
Collation of applicant's pack, sending out applicant's pack to enquirers, distribution of copies of applications to Committee members, informing short-listed candidates of the date and organisation of the interviews and sending for references	Leadership Group Secretary
Organisation of the day of the interview	Headteacher & Leadership Group Secretary
Letter to successful candidate, letters to unsuccessful candidates, appropriate information to finance, staff bulletin, LA & administration of the CRB check	Leadership Group Secretary
Once the appointment has been confirmed, new member of staff's details are entered onto the SIMS database and a personnel file opened. <i>(The personnel file must contain copies of the application form; photocopies of identity check materials and qualifications, job description, person specification, correspondence relating to the appointment including copies of any references and a copy of the signed CES contract).</i>	Leadership Group Secretary

2. Personnel Procedures - Terminations of Employment

The Committee will be informed by the Headteacher of any resignations received. If appropriate the procedures for appointments will then commence (see section N1 above).

Employment can be terminated under the conditions set out in the CES document "Disciplinary and Grievance Procedures" in force at the time.

A sub committee of the full Committee will be convened to oversee the correct application of these procedures.

Teachers wishing to terminate their employment are reminded of the conditions set out in paragraph 6 (i) of their CES contract. Other colleagues are reminded to consult their own contracts.

3. Personnel Procedures - Promotions

(This only applies to members of staff currently employed by the school)

Under the terms of this document promotion is defined at two levels:

Level 1 is an increase in the level of responsibility of a member of staff without substantially altering their role description. A promotion in this case would improve the member of staff's salary status. Therefore a person could be **promoted** as a member of a department from say teacher of Oriental Languages to second in Oriental Languages; with a consequent increase in salary status as dictated by the school's pay policy and agreed salary and staffing structure.

Level 2 is defined as a substantial change in a member of staff's job description that would attract a higher salary than the salary earned prior to the promotion. Therefore a teacher who is described as say second in Greek could be promoted to Key Stage 5 Co-ordinator. This could well mean that the member of staff whilst being promoted also changes roles and no longer is available to be second in department. In any event this would be governed by the school's pay policy and agreed salary and staffing structure.

The Governors reserve the right to interview candidates for Level 1 promotions but will always interview for level 2 promotions

As per the procedure for appointments, posts for promotion must be approved at a meeting of the Committee and appropriate aspects of the appointments procedure, as outlined above, followed.

With regard to equal opportunities all posts considered as promotions must be advertised internally and are open to all appropriately qualified and experienced members of staff. Qualifications and experience are defined in the job description and person specification. It is not the policy of the Governing Body to interview staff that have applied for internal promotion but who do not meet the qualification and experience criteria.

4. Personnel - Documentation

Completion, checking and authorising of documents relating to appointments, terminations of employment and expenses must be carried out by the following -

- The Headteacher
- The Bursar
- The Chair of the Committee
- The Chair of the Finance Committee

Certifying officers for the LA administered payroll are as follows:

- The Headteacher

- The Deputy Headteacher
- The SENCO
- The Bursar
- The Chair of the Finance Committee

5. Personnel files - Access

The school is registered under the Data Protection Act 1998.

Hard copies of personnel files are kept in a lockable cabinet in the Leadership Group secretary's office. In addition a computer personnel database is maintained on SIMS.

The Senior Admin Officer (Currently Mrs Jane Corless) who is the school's ICT manager controls access rights to the SIMS database.

Staff requesting access to their own personnel file must do so through the Headteacher. **The request will be acted on within 40 days.** (*Reference - St. James' Catholic High School Data Protection Policy*)

6. Payroll transactions

All payroll transactions must be processed through the payroll system. However, where the school accesses the services of self-employed contractors, they submit invoices to the school for payment and are paid from the chequebook account. Self-employed contractors are expected to take care of their own tax and national insurance arrangements.

The LA provides monthly reports on payroll transactions to the school's finance department. The Bursar checks these on receipt. These checks form part of the half-termly budget check meetings attended by the Chair of Finance, the Bursar and the Head teacher.

7. Staff list

The school leadership group secretary maintains the staff list on the SIMS database. She is kept informed of new appointments, resignations etc. by the Headteacher. A copy of the staff list is published in the staff handbook issued in September. An up-to-date list is displayed in the staff room, on the website and can be obtained from the SIMS database. An up-to-date list is **always kept** with the staff fire register.

O. DATA SECURITY – SCHOOL COMPUTER SYSTEMS

The management of the School's ICT system is the responsibility of the Bursar supported by the ICT Technician.

1. Password Security

Each user of the school network is given a security password. Each user is given a level of access according to need. Software forces regular changes of password.

The Bursar manages the system

2. Data Back up

Data is backed up daily. The ICT Technician carries out the procedure. The backup tapes are stored in a fireproof container in the storeroom off room 60.

3. IT Safeguards

The ICT Technician maintains an up to date virus checker. All software used by the school is commercially purchased and licensed.

The ICT Technician needs to ensure that pupils who bring external sources of memory e.g. pen drives into school for coursework cannot infect the school's system.

4. Data Protection Act

The school is a signatory to the data Protection Act. For further information see the St. James' Catholic High School Data Protection Policy.

Other Sources of Reference

For more detailed information the School's IT Security Awareness Document can be found in Appendix 6

Finance Manual Reviews

This manual should be reviewed **annually** by the Bursar and approved by the Finance Committee. Details should be recorded below.

Version No.	1.1 (Draft)
Date Adopted	19/4/07 (now Version 2.0)
Signature – Chair of Finance Committee <i>(see minutes of meeting)</i>	K Newsome
Signature – Head Teacher <i>(see minutes of meeting)</i>	C G Lowry
Date of Next Full review	April 00

Version No.	4
Date Adopted	14 December 2011
Signature – Chair of Finance Committee	Mr M Handley
Signature – Head Teacher	Mr J F Barnes
Date of Next Full review	December 2012

Version No.	
Date Adopted	
Signature – Chair of Finance Committee	
Signature – Head Teacher	
Date of Next Full review	

Version No.	
Date Adopted	
Signature – Chair of Finance Committee	
Signature – Head Teacher	
Date of Next Full review	

APPENDIX 1 – LIST OF GOVERNORS

CHAIRPERSON & REVIEW OFFICER
Mr Paul Carter
VICE-CHAIRPERSON
Mrs Margaret Monaghan

CURRICULUM & STANDARDS	STAFF & PUPILS
Mrs Patricia Warrington (Chairperson) Mrs Karen Carter (Vice Chair) Mr Paul Carter Mr Steve Guscott Mrs Eileen Wilkinson Mrs Julie Feehily Mr Joseph Keane * Ms Penny Mullen (Acting DHT) * Mr Michael Handley (Finance) * Mrs Margaret Monaghan (Staffing)	Mrs Margaret Monaghan (Chairperson) Mrs Christine Connolly (Vice Chair) Mr Paul Carter Mr Chris Moran Mr David Hewitt Mrs Michelle Lomax Mrs Jane Gay * Ms Penny Mullen (Acting DHT) * Mr Michael Handley (Finance) * Mrs Patricia Warrington (Curriculum)
FINANCE & PREMISES	<u>STEERING GROUP (DEVELOPMENT)</u>
Mr Michael Handley (Chairperson) Mr John Livesey (Vice Chair) Mr Paul Carter Mrs Helen Foster Grime * Ms Penny Mullen (Acting DHT) * Mrs Margaret Monaghan (Staffing) * Mrs Patricia Warrington (Curriculum)	Mr Paul Carter (Chairperson) Mr Chris Moran (Development Governor) Mr Michael Handley Mrs Margaret Monaghan Mrs Patricia Warrington Mr John Barnes (Acting Headteacher)
PERFORMANCE MANAGEMENT GROUP	PUPIL DISCIPLINE
Mr Paul Carter Mrs Margaret Monaghan Mrs Patricia Warrington	Any three Governors to be chosen subject to availability and no prior involvement in the case or conflict of interest; the panel should include the Chair or Vice-Chair of the Staff & Pupils Committee.
PAY REVIEW COMMITTEE	APPEALS PANEL
Mr Paul Carter (Chairperson) Mr Michael Handley Mrs Margaret Monaghan	Any three Governors to be chosen subject to availability and no prior involvement in the case or conflict of interest; the panel should include the Chair or Vice-Chair of the Staff & Pupils Committee.
INCLUSION GOVERNOR	HEALTH & SAFETY GOVERNOR
Mrs Christine Connolly	Vacancy
SAFEGUARDING GOVERNOR	DIVERSITY GOVERNOR
Mrs Christine Connolly	Mrs Patricia Warrington

* Denotes Co-opted Member & Chairs of Committees
 * Headteacher to be ex-officio on all Committees except the Pupil Discipline & Appeals Panels

Faculty Linked Governor Roles:

English - Eileen Wilkinson
Humanities - Patricia Warrington
Maths - Margaret Monaghan
Physical Education - Vacancy
Religious Education - Julie Feehily
Personal Development - Jane Gay
Science - David Hewitt

Expressive Arts - Paul Carter
Business Support - Michael Handley
ICT - Christopher Moran
PSHE - Karen Carter
MFL - John Livesey
SEN - Christine Connolly

APPENDIX 2 - LIMITS OF DELEGATED AUTHORITY

DELEGATION FORM FINANCIAL YEAR 2011/2012 – ST JAMES' CATHOLIC HIGH SCHOOL

It is necessary for each Governing Body to decide and minute formally, at a full Governing Body meeting, which responsibilities it is proposing to delegate and to whom.

This is simply to ensure that there is no misunderstanding about who is allowed to do what. Not all boxes on this form need to be completed but any items not delegated will remain the responsibility of the full Governing Body.

Please note: In order to ensure that the Governing Body's intentions are clear, "not delegated" should be recorded in the appropriate box if that power is not delegated.

FUNCTION	DELEGATED TO		
	FINANCE SUBGROUP/RESOURCE COMMITTEE	HEADTEACHER/ CHAIRPERSON/CHAIR OF FINANCE	HEADTEACHER
PREPARE BUDGET	Not Delegated	Delegated Responsibility	Delegated Responsibility
MONITOR BUDGET	Not Delegated	Delegated Responsibility	Delegated Responsibility
AFTER APPROVAL OF BUDGET, AUTHORITY FOR VIREMENT UP TO (PER INDIVIDUAL TRANSACTION). A REVISED BUDGET MUST BE SUBMITTED FOR APPROVAL AT THE NEXT MEETING.	40,000	15,000	12,500
AUTHORITY TO SPEND UP TO (PER INDIVIDUAL ORDER)	20,000	10,000	7,500
AUTHORITY TO SELL ASSETS UP TO (PER INDIVIDUAL TRANSACTION)	20,000	10,000	7,500

Whilst the preparation and monitoring of the budget may be delegated, the full Governing Body must approve the budget and determine the frequency of the budget reports. Written reports will be made: Monthly/Half-Termly/Termly (Please delete as appropriate)

Chair's Signature

Date

VIREMENT RULES

1. Virement is the process whereby financial resources are transferred from one activity area where they will not be used to another where they will.
2. Headteachers may exercise virement between the budget heads for which they have management responsibility, provided that such virement does not:
 - a) conflict with the Policy Framework or with any other policy or strategy adopted by the Governing Body.
 - b) conflict with a decision taken previously by the Governing Body.
 - c) create greater permanent commitments than would otherwise exist, or commit resources for future years.
 - d) involve the transfer of resources from revenue to capital or vice-versa.
3. Headteachers must keep a written record of all virements exercised by them, explaining the reasons for the virement. The record should be attached to the amended Budget Plan. These virements must be reported to the full Governing Body at their next meeting.

APPENDIX 3 – BUDGET MONITORING REPORTS – Sample below taken from the SIMS Finance module**General Ledger Cost Centre - Summary by Cost Centre**

Financial Year - 2011

	<u>Description</u>	<u>Allocated</u>	<u>Commitment</u>	<u>Cent. Inv'd.</u>	<u>Actual</u>	<u>Balance</u>	<u>Spent %</u>
1A1	TEACHERS SALS	2,359,758.00	1,008,988.15	0.00	1,366,037.90	15,268.05	100.65
1A2	SICKNESS SUPPLY COST	27,000.00	0.00	0.00	589.22	26,410.78	2.18
1A3	OTHER SUPPLY/CAR ALLOW						38,638.00
1A4	APT&C STAFF	631,969.00	250,286.02	0.00	357,826.54	23,856.44	96.23
1A5	MIDDAY SUPERVISION SALS						43,691.00
1A6	CARETAKERS SALARIES	67,648.00	25,622.49	0.00	40,267.58	1,757.93	97.40
1A7	SECONDARY LOW INCIDENCE						0.00
1B2	SEN SCHOOL ACTION PLUS	0.00	0.00	0.00	0.00	0.00	0.00
1B3	SECONDARY STATEMENTED						8,991.00
1C1	RATES CHARGE	14,549.00	0.00	0.00	14,549.00	0.00	100.00
1D1	ADD INCOME CENT	-42,516.00	0.00	0.00	-50,392.00	7,876.00	118.52

APPENDIX 4 – Cost Centre Signatories - Financial Year – 2011/2012

Cost Centre Listing

<u>Code</u>	<u>Cost Centre</u>	<u>Abbreviation</u>	<u>Holder</u>	<u>Threshold %</u>
1A1	TEACHERS SALS	TEACHERS SAL	J BARNES	100.00
1A2	SICKNESS SUPPLY COST	SICKNESS SPY	J BARNES	100.00
1A3	OTHER SUPPLY/CAR ALLOW	SPPLY/CAR AL	J BARNES	100.00
1A4	APT&C STAFF	APT&C STAFF	J BARNES	100.00
1A5	MIDDAY SUPERVISION SALS	MDS SALS	P MULLEN	100.00
1A6	CARETAKERS SALARIES	CARETAKERS S	J BARNES	100.00
1A7	SECONDARY LOW INCIDENCE	SEC LOW INC	S NOLAN	100.00
1B2	SEN SCHOOL ACTION PLUS	SEN SCHOOL +	J BARNES	100.00
1B3	SECONDARY STATEMENTED	SEC STATMNTD	J BARNES	100.00
1C1	RATES CHARGE	RATES CHARGE	J BARNES	100.00
1D1	ADD INCOME CENT	ADD INCOME C	J BARNES	100.00
2AART	ART	ART	C MALINS	100.00
2AASDAN	ASDAN YR 10	ASDAN, YR 10	P LIVESEY	100.00
2ABS	BUSINESS STUDIES	BUSINESS STU	D RARITY	100.00
2ACITZ	CITIZENSHIP	CITIZENSHIP	C NEVES	100.00
2ADIMEN	DIMENSIONS	DIMENSIONS	P MULLEN	100.00
2ADRAMA	DRAMA	DRAMA	H BROOKS	100.00
2AENG	ENGLISH	ENGLISH	A RIGBY	100.00
2AGEOG	GEOGRAPHY	GEOGRAPHY	K WILBY	100.00
2AHIST	HISTORY	HISTORY	L BIRCH	100.00
2AIT	INFORMATION TECH	IT	D RARITY	100.00
2AKS	KEY SKILLS YR 11	KEY SKILL 11	P LIVESEY	100.00
2AL4L	LEARNING FOR LIVING	L4L	E SAUNDERS	100.00
2AMATHS	MATHEMATICS	MATHS	J HEALEY	100.00
2AMFL	MODERN LANGUAGES	MOD LANGS	P VULLIAMY	100.00
2AMUSIC	MUSIC	MUSIC	E KEENAN	100.00
2APE	PE	PE	G WOODS	100.00
2APSE	PSE	PSE	H BROOKS	100.00
2ARE	RELIGIOUS STUDIES	REL STUDIES	R CONNOLLY	100.00
2ASCI	SCIENCE	SCIENCE	A MACLEOD	100.00
2ATECH	TECHNOLOGY	TECHNOLOGY	D RARITY	100.00
2BAIM	AIM HIGHER	AIM HIGHER	P LIVESEY	100.00
2BBTEC	BTEC PUBLIC SERVICES	BTEC PUBLIC	S NOLAN	100.00
2BBTT	BTEC TRAVEL & TOURISM	BTEC TRAVEL	S NOLAN	100.00
2BCARS	CAREERS	CAREERS	H BROOKS	100.00
2BCE	CLEANING EQUIPMENT	CLEANING EQP	B HODGSON	100.00
2BCHAP	CHAPLAINCY	CHAPLAINCY	R CONNOLLY	100.00
2BCT	COACH TRANSPORT	COACH TRANSP	G WOODS	100.00
2BDIP1	DIPLOMA PUBLIC SERVICES	DIPLOMA PUBL	P MULLEN	100.00
2BDIP2	DIPLOMA TRAVEL & TOURISM	DIPLOMA TRAV	P MULLEN	100.00
2BETP	ETP	ETP	S GUSCOTT	100.00
2BEXT	EXTENDED SCHOOLS	EXTENDED SCH	J BARNES	100.00
2BEXTRACU	EXTRA CURRICULAR	EXTRA CURRIC	E SAUNDERS	100.00

2BFA	FIRST AID	FIRST AID	RACHEL HUGHES	100.00
2BFDL	FOUNDATION LEARNING	FOUNDATION L	P LIVESEY	100.00
2BFURN	FURNITURE	FURNITURE	P KIRRANE	100.00
2BGP	GENERAL PURPOSES	GENERAL PURP	J HOWARTH	100.00
2BGT	GIFTED & TALENTED	GIFT & TAL	L WILBY	100.00
2BICTCONS	ICT CONSMBS/MAINT	ICT CON/MANT	P MULLEN	100.00
2BINSET	INSET	INSET	S GUSCOTT	100.00
2BINSETS	INSET SUPPORT	INSET SYPPOR	S GUSCOTT	100.00
2BINSPIRE	INSPIRE	INSPIRE	R MORGAN	100.00
2BIT	INSTRUMENTAL TUITION	INSTR TUITIO	E KEENAN	100.00
2BKS4ACT	KS4 ACTIVITIES	KS4 ACTIVE	K BOOTH	100.00
2BL	LEARNING RESOURCE CENTRE	LRC	A RIGBY	100.00
2BLARE	LA REVIEW	LA REVIEW	P MULLEN	100.00
2BLIAS	LIAISON	LIAISON	R MORGAN	100.00
2BLRC	LRC STATIONERY	LRC STAT	L SMITH	100.00
2BMAST	MASTERS T & L	MASTERS TL	S GUSCOTT	100.00
2BMEDIA	MEDIA BOX	MEDIA BOX	S NOLAN	100.00
2BNQT	NQTs	NQTs	S GUSCOTT	100.00
2BO	OFFICE	OFFICE	J HOWARTH	100.00
2BPAST	PASTORAL	PASTORAL	J BARNES	100.00
2BPOST	POST	POST	J HOWARTH	100.00
2BR	REPROGRAPHICS	REPROGRAPHIC	J GRIFFITHS	100.00
2BSELS	SCHOOL LIBRARY SERVICE	SCHL LIB SRV	A RIGBY	100.00
2BSEN	SEN	SEN	S NOLAN	100.00
2BSEV	SPECIAL EVENTS	SPECIAL EVEN	J BARNES	100.00
2BSITT	STUDS INITIAL TCHER TRNG	STUDS ITT	A MACLEOD	100.00
2BSTA	STAFF AMENITIES	STAFF AMENIT	J BARNES	100.00
2BSTC	STUDENT COSTS	STUDENT COST	A MACLEOD	100.00
2BSUBS	SUBSIDIES	SUBS	J BARNES	100.00
2BTEL	TELEPHONES	TELE	J BARNES	100.00
2BVLE	VLE	VLE	P MULLEN	100.00
2BXKS3YR9	KS3	KS3	R MORGAN	100.00
2BXPATHF	KS4	KS4	P LIVESEY	100.00
2BY10	YEAR 10 MENTORING	YEAR 10 MENT	P LIVESEY	100.00
2C02	LAKES 2011	LA 11	K WILBY	100.00
2C03	DIRTY DANCING NOV 2011	DIRTY DANCIN	H BROOKS	100.00
2C04	MAMMA MIA MAY 2011	MAMMA MIA	H BROOKS	100.00
2C05	GIRLS ACTIVE PROJECT	GIRLS ACTIVE	K BOOTH	100.00
2C06	GERMAN EXCHANGE 2011	GERMAN	E SAUNDERS	100.00
2C07	YEAR 8 ALTERNATIVE CURRIC	EXCHA	E SAUNDERS	100.00
2C08	2011	YEAR 8 ALT11	S GUSCOTT	100.00
2C09	LAKES JULY 2012	LAKES 2012	K WILBY	100.00
2C10	ALTON TOWERS 2011	ALTON TOW 11	P MULLEN	100.00
2C11	QUARRY BANK MILL JUNE 2011	QUARRY B 11	J CAWLEY	100.00
2C12	NETBALL KIT	NETBALL KIT	K BOOTH	100.00
2C13	TEN TEN MARCH 2012	TEN TEN 2012	P LIVESEY	100.00
2C14	RIVER BOLLIN OCT 2011	RIVER B 2011	K WILBY	100.00
2C15	LINNET CLOUGH SEPT 2011	LINNET C 11	K WILBY	100.00
2C16	SYNAGOGUE JUNE 2011	SYNAGOGUE 11	J KEANE	100.00

2C17	TEN TEN MARCH 2011	TEN TEN 2011	E SAUNDERS	100.00
2C18	MANCHESTER YR 7 2011	MAN YR 7	K WILBY	100.00
2C19	TAIZE 2011	TAIZE 2011	J BARNES	100.00
2C20	YEAR 11 PROM 2011	YR 11 PRM 1	O WOODS	100.00
2C21	YEAR 11 PROM 2012	YR 11 PROM12	L REDPATH	100.00
2C22	YEAR 10 BOWLING DEC 2011	YR 10 BOWL	L WILBY	100.00
2C23	SCHOOL PRODUCTION	SCHOOL PROD	CHRIS MALINS	100.00
2C24	ONE MAN TWO GOVERNORS	ONE MAN TWO	H BROOKS	100.00
2C25	BERLIN 2012	BERLIN 2012	E SAUNDERS	100.00
2C26	WW1 WORKSHOP OCT 2011	WW1 WORKSHOP	L BIRCH	100.00
2C27	FRANCE 2013	FRANCE 2013	P KIRRANE	100.00
2C28	HAE WEEK 2011	HAE 2011	S GUSCOTT	100.00
2C30	SWIM SURVIVAL	SWIM SURV	S	100.00
2C33	LEAVERS HOODIES 2011	HOODIES 2011	BRATHERTON	100.00
2C34	GHOST MARCH 2011	GHOST MARCH	A PILLING	100.00
2C35	IMPERIAL WAR MUSEUM JAN 2011	IMPERIAL WAR	H BROOKS	100.00
2C36	TRAFFORD CENTRE MARCH 2011	TRAFF C 2011	L BIRCH	100.00
2C40	BADMINTON CLUB	BADMINTON	C HOLBROOKS	100.00
2C41	KS3 REWARDS	KS3 REWARDS	P CLARKE	100.00
2C42	WESTERN FRONT 2011	WESTERN 2011	P MULLEN	100.00
2C43	ICELAND 2012	ICELAND 2012	L BIRCH	100.00
2C44	PARIS 2011	PARIS 2011	K WILBY	100.00
2C45	LONDON TRIP 2011	LONDON TRIP	K WILBY	100.00
2C50	SCHOOL IDOL 2011	SCH IDL 11	C MALINS	100.00
2C57	FRANCE 2011	FRANCE 2011	C MALINS	100.00
2C70	FRANCE 2012	FRANCE 2012	P KIRRANE	100.00
2C71	8E FRANKIE & BENNY'S	8E F & B	P KIRRANE	100.00
2C81	YEAR 7 & 8 DISCO	YEAR 7 & 8 D	J KEANE	100.00
2SCHEADLE	LEPP CHEADLE HULME HS	LEPP CHEADLE	R MORGAN	100.00
2SINS	SS INSET	SS INSET	S GUSCOTT	100.00
2SKINGSWA	LEPP KINGSWAY HS	LEPP KINGSWA	S GUSCOTT	100.00
2SLP1	LEPP 1	LEPP 1	S GUSCOTT	100.00
2SLP2	LEPP 2	LEPP 2	S GUSCOTT	100.00
2SLP3				
2SLRCME	LEPP 3	LEPP 3	S GUSCOTT	100.00
2SRAP	SS LRC M&E	SS, LRC, M&E	A RIGBY	100.00
2SREWARDS	RAP	RAP	P MULLEN	100.00
2SSCITZ	SS REWARDS	SS REWARDS	S GUSCOTT	100.00
2SSENG	SS - CITZ	SS - CITZ	C NEVES	100.00
2SSRE	SS - ENG	SS - ENG	A RIGBY	100.00
2SSUB	SS - RE	SS - RE	R CONNOLLY	100.00
2STL	SS SUBSCRIPTIONS	SS SUBSCRIPT	S GUSCOTT	100.00
31	SS T&L CPD & RES	SS,T&L CPD	S GUSCOTT	100.00
32	ENERGY COSTS	ENERGY COSTS	J BARNES	100.00
33	BLDG MAINT	BLDG MAINT	P KIRRANE	100.00
34	CONTRACT CLEANING	CONTRACT CLN	P KIRRANE	100.00
38	GROUNDS MAINT	GROUNDS	P KIRRANE	100.00
39	SICKNESS SUPPLY	SICK SUPPLY	J BARNES	100.00
41	MISC SUPPLY	MISC SUPPLY	J BARNES	100.00

42	OTHER TEACHING STAFF COSTS	OTSC	J BARNES	100.00
501	EXAMINATIONS	EXAMINATIONS	K EDWARDS	100.00
502	ADVISORY SERVICE BB	ADV SER	J BARNES	100.00
503	AVA BB	AVA BB	J BARNES	100.00
504	ESSENTIAL MAINT SERVICES	ESS MAINT SE	P KIRrane	100.00
505	CORP PURCHASING BB	CORP PURCHAS	J BARNES	100.00
506	CS CLEANING BB	CS CLEANING	J BARNES	100.00
507	CS - MEALS BB	CS - MEALS B	J BARNES	100.00
508	ENERGY & WATER MNGMNT BB	ENERGY/WATER	J BARNES	100.00
509	PROPERTY ACTION LI SERV	PROP ACT	P KIRrane	100.00
510	FIN ADV & SUPPORT BB	FIN ADV & SU	J BARNES	100.00
511	HEALTH & SAFETY ADV BB	HEALTH/SFTY	J BARNES	100.00
512	INSURANCE SERVICES BB	INSURANCE SE	J BARNES	100.00
513	KITCHEN EQUIPMENT BB	KITCH EQUI	J BARNES	100.00
515	LEGAL ADVICE BB	LEGAL AD	J BARNES	100.00
516	NON STATUTORY PSYCHOLOGY	NON STAT PSY	J BARNES	100.00
517	PAYROLL BB	PAYROLL BB	J BARNES	100.00
519	HUMAN RES BB	HUMAN RES B	J BARNES	100.00
520	SECURITY SERVICES BB	SEC SERV BB	J BARNES	100.00
521	SCHOOL MANAGEMENT BB	SCHOOL	J BARNES	100.00
522	SCHOOL MEALS BB	MANAG	J BARNES	100.00
524	SIMS BB	SCHOOL MEALS	J BARNES	100.00
601	MAKING IT BACK	SIMS BB	J BARNES	100.00
602	FWD COMMITMENTS	MKNG IT BACK	J BARNES	100.00
603	CONTINGENCY	FWD	J BARNES	100.00
604	CENT CARRYOVER	COMMITME	J BARNES	100.00
605	STAT. PUPS/OTHER LEA INCOME	CONTINGENCY	J BARNES	100.00
606	OTHER SOURCES OF FINANCE	CENT CARRVR	J BARNES	100.00
607	BANK C/O	STAT. PUPS/O	J BARNES	100.00
608	SUPPLY INCOME	OTHER SOURCE	J BARNES	100.00
609	Deficit Budget	BANK C/O	J BARNES	100.00
CAPITAL	ST JAMES DEVELOPMENTS	SUPPLY INCM	J HOWARTH	100.00
I13	CAPITAL	Deficit	J BARNES	100.00
YYBANK	ADDITIONAL ALLOC. FROM LEA	ST JAMES DEV	J BARNES	100.00
Z02	Banker School Expenditure	Capital	J BARNES	100.00
	HARNESSING TECHNOLOGY	Addit Alloc	J BARNES	100.00
		Banker Schoo	Headteacher	100.00
		HARNESSING T	P MULLEN	100.00

APPENDIX 5 – AUTHORISED SIGNATORIES - BANK ACCOUNT

Bank Details	Co-operative Bank, P.O. Box 250, Skelmersdale, WN8 6WT. Sorting Code – 08-92-50	
Account Details	SMBC – Current account, Business Select Instant, 14 day (account numbers withheld for security) Lettings – Current account, Business Select Instant, 14 day (account numbers withheld for security) School Fund – Current account, Business Select Instant, 14 day (account numbers withheld for security)	
Authorised Signatories (Any two to authorise transactions)	<input type="checkbox"/> Mr J F Barnes <input type="checkbox"/> Mrs P Mullen <input type="checkbox"/> Mrs. J. Howarth <input type="checkbox"/> Dr S Guscott	<input type="checkbox"/> Acting Headteacher <input type="checkbox"/> Deputy Head Teacher <input type="checkbox"/> Bursar
Change Details		
Date of Change	Details	Reason
Sept 2005	Mr P Airey added as authorised signature	New appointment as Bursar
July 2006	Mr P Airey deleted as authorised signature	Resignation from post
September 2009	Mrs P Mullen	Additional signatory in the absence of either the Headteacher or deputy
May 2010	Mrs S Palmer deleted as authorise signature	Resignation from post
November 2010	Dr S Guscott added Mr J Barnes removed	Mr J Barnes secondment to Ofsted
November 2011	Mr C G Lowry removed, Mr J Barnes added	Mr J Barnes acting Headteacher Mr C G Lowry secondment to Ofsted

APPENDIX 6 – IT SECURITY AWARENESS

1. Responsibilities and Accountabilities

Definition	<p>-----</p> <p>To ensure that the School's IT Security Policies are effectively applied, appropriate IT security roles and responsibilities must be clearly defined and implemented</p> <p>-----</p>
1.1 Responsibility of Individuals	<p>All staff who are users of the School's IT resources and data are responsible for:</p> <ul style="list-style-type: none"> ➤ Operating only within the scope of their role and the systems that they are authorised to use ➤ Informing the appropriate authority of any suspected breach of the ➤ Ensuring that they are aware of their IT responsibilities relevant to their role
Rationale	<p>Achieving a consistent standard of IT security across the School requires that all users of the School's IT resources and data are fully aware of, and accountable for, their IT Security responsibilities</p> <p>-----</p>
1.2 Responsibility of IT Management Team	<p>The IT Management Team are responsible for the use, or operation, of the School's resources and data in addition to their individual security responsibilities, namely</p> <ul style="list-style-type: none"> ➤ Implementing the IT Security policies across the School ➤ Developing a security risk aware culture aligned to the requirements of the school ➤ Ensuring that all IT components (hardware, software and peripherals) have a nominated business owner ➤ Ensuring that a risk assessment is performed on all new IT systems and services and that all major changes comply with the School's IT policies
Rationale	<p>-----</p> <p>Achieving a good standard of IT security across the school requires clear direction from the IT Management team. To effect this, an IT Security Manager (ITSM) should be nominated and be part of the Management Team</p> <p>-----</p>
1.3 Responsibility of the IT Security Manager	<p>The IT Security Manager (ITSM) is responsible for:</p> <ul style="list-style-type: none"> ➤ Ensuring that specific IT security controls and solutions comply with and help implement the IT security policies of the school in order for the School to meet it's aims ➤ Providing and maintaining appropriate local policies, standards, procedures, solutions, support and advice to facilitate the implementation of an appropriate level of IT security ➤ Monitoring and improving staff security awareness
Rationale	<p>Local co-ordination provided by an ITSM is required to ensure that security policies are implemented appropriately. ITSMs must therefore ensure that all users understand why IT security is needed and their individual responsibilities</p> <p>-----</p>

2. Computer Misuse

Definition Along with many countries, the UK has adopted legislation, (e.g. the Computer Misuse Act 1990), which makes it a criminal offence to gain unauthorised access to a computer, or to maliciously corrupt or erase data or programs. It is therefore essential that the School is positioned to employ this Act to deter any potential misuse of it's IT resources

2.1 Computer Misuse The School's IT resources shall be used only for authorised purposes. Any use of these resources without appropriate approval shall be regarded as improper and may lead to legal and / or disciplinary action.

The potential for deliberate or accidental misuse of the School's IT resources shall be reduced by ensuring that, prior to access, unauthorised users are aware that access is prohibited and authorised users aware of the scope of their authorisation.

There are three criminal offences under the Computer Misuse Act 1990 namely:

- Unauthorised access to computer programs or data
- Unauthorised access to computer programs or data with intent to commit or facilitate the commission of further crime
- Unauthorised modification of programs and data held on a computer

Rationale and Scope It is important to limit any impact from risks associated with unauthorised access by taking appropriate measures to deter any misuse of IT resources before it actually takes place. The objective of the policy is therefore to ensure that deliberate computer misuse can be deterred by:

- Ensuring that unauthorised persons are aware that they must gain explicit authorisation prior to attempting to gain access to the School's IT resources
 - Ensuring that legitimate users are aware of the parameters under which they operate the School's IT resources
 - Ensuring that appropriate controls are in place to detect unauthorised access to, or any permanent or temporary modification of IT resources
-

3. Use of IT Resources Outside of School Premises

Definition

This policy addresses the use of IT resources outside of School premises (offsite), to process, store, display or transmit School information. It outlines the specific aspects of security that all staff must observe when using IT resources offsite

All School owned IT resources used offsite to process or store School information must be secured both physically and logically to protect sensitive information e.g.

- Use of logical access controls and encryption mechanisms
- Use of approved anti-virus software to minimise the threat of virus infection
- Ensuring unauthorised software is not installed particularly when the source of the software cannot be verified
- Employment of proper backup and recovery processes
- Proper physical security whilst laptops / PDAs are in transit and/or in the home. These items are only covered for insurance purposes under the following circumstances

**3.1
Use of IT
Resources Offsite**

Location

- In school
- In transit between home and school
- In the home of the member of staff

Criteria – when not in use:

- The item must be placed out of sight and secured in a locked area
- In transit, the item must be out of sight in the boot of the car or other transport
- In the home, the item must be out of sight and the premises secure
- A laptop/ PDA will NOT be considered out of sight if it is visible to persons inside the premises

Laptops / PDAs will not be covered if

- It is left in the boot of a car or other transport overnight
- It is left in the boot of an unattended car, or other transport, for an extended period (longer than 5 minutes)
- It is left unattended and visible in a classroom or private home even if the room or house is locked
- It is taken out of the country for any reason

**Rationale and
Scope**

The increased requirement for peripatetic working has resulted in the growing use of home and portable PCs. This has introduced new risks, as these IT resources are considered to be vulnerable to theft, loss and misuse. Information held on them must therefore be subject to increased protection against unauthorised access and disclosure.

The scope of this policy covers laptops, hand held devices, backup media, telephones, faxes and home owned PCs used for School business.

4. Electronic Communication

Definition

The Electronic Communications policy exists to ensure that all external and internal electronic communications are conducted in such a way that maintains and protects the security, integrity and reputation of the School.

Electronic communications must always be carried out in a way that will prevent or minimise potential damage to the reputation of the School. Any breach of these policies and guidelines could be subject to disciplinary proceedings.

Information communicated electronically must be secured in line with the following policy statements

- Pornographic, sexist, racist, drug related, criminal or other unauthorised material or material related to the use or introduction of computer viruses must not be accessed or sent via e-mail or the Internet. Improper statements lead to personal liability or liability for the School. If in doubt, do not send or open
- All e-mail sent outside of the School should include an appropriately worded disclaimer
- All incoming/ outgoing electronic messages are scanned for viruses before opening/ sending
- E-mail and Internet should only be used for furthering the aims of the school.
- Messages containing gossip or derogatory statements about others or expressing personal views should not be sent. If in doubt, do not send.
- E-mail messages can be easily tampered with or “spoofed”. Be suspicious of e-mails that appear extraordinary.
- Be aware of copyright restrictions on e-mail or attachments received from external sources before copying or downloading
- Data protection requirements must always be followed
- Be aware that electronic communications may have to be disclosed in court proceedings (even confidential or ‘damaging’ items!)

4.1 Electronic Communications

The school is at risk from incurring liability arising from misuse, abuse or careless use of e-mail, the Internet and other electronic communications.

Rationale and Scope

“Electronic communications” include:

- Internal e-mail
- External e-mail
- Voicemail (both landlines and mobile phones)
- Fax
- Internet facilities

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