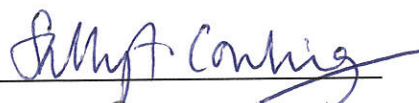


ANNEX B**SCHEME OF DELEGATION TO THE HEADTEACHER**

The Headteacher shall have delegated power to undertake all functions delegated to the Governing Body relating to the LMS Scheme except that:

- (a) he/she shall comply with all policy directions given to them from time to time by the Governing body;
- (b) he/she shall have the authority to expend all monies allocated to individual or specific items in the approved budgets without further reference to the Governing Body; but where no such specific item exists in the budget he/she shall not enter into any financial commitment without the consent of the Governing Body or in the case of an urgent matter, the Chairman thereof;
- (c) the above delegation shall not apply in respect of the appointment of staff. It shall be for the Governing Body to determine from time to time the extent of the power of the Headteacher to deal with staffing matters;
- (d) the Headteacher shall not vire from one budget head to another any sum exceeding 0.5%* of the delegated budget or £5,000* whichever is the lesser, without the consent of the Governing Body or, in the case of an urgent matter, the Chairman thereof;
- (e) the Headteacher shall maximise school funds by careful use of agreed investment opportunities; the Headteacher shall not transfer funds between current and investment accounts established under the BAFS policy unless a policy to do so has been agreed by the Governing Body (terms should be stated);
- (f) the Headteacher shall submit to the Governing Body at least one each term, and on such further occasions as the Governing Body may specify, reports on all expenditure incurred and commitments entered into, together with details of any income generated, since the last such report to the Governing Body; this report to include a comparison of these latest figures with the budget for the year;
- (g) any proposal to incur expenditure on new or significantly different policies to be the subject of a report by the Headteacher to the Governing Body; the report to include details of cost in both the current and future years;
- (h) the Headteacher shall have the power to nominate the Deputy Headteacher or another named (senior) member of staff to exercise the powers of this delegation during any periods of absence;
- (i) the Headteacher and any other person nominated under Regulation (h) above shall ensure that at all times the LMS Procedure Rules relating to schools with delegated budgets are complied with.

Signed: Headteacher



Signed: Chair of Governors



Date 24th November 2014
Review 24th November 2015