



HALL GREEN SCHOOL

SCHEME OF DELEGATION

Adopted:	2 July 2024
Next Review:	July 2025
Governing Committee:	Full Governing Body
Responsibility:	Headteacher Chief Finance Officer (CFO)

Hall Green School Scheme of Delegation 2024-25

Delegated Duty	Value	Delegated Authority	Method
Ordering goods and services	Up to £20,000	Headteacher	Minimum of 3 quotes over £15,000
	£20,001 – £100,000	Headteacher + Finance & General Purposes Committee	Minimum of 3 quotes over £15,000
	Over £ 100,001	Governing Body	All good/services ordered over £50,000 or a series of contracts which in total exceed £50,000 will be subject to formal tendering procedures. If contract spend is over the World Trade Organisations (WTO) Government Procurement Agreement (GPA) threshold, tenders legally need to be posted.
	Authority to accept other than the lowest tender or quotation	Finance & General Purposes Committee	
Signatories for cheques, BACS payment authorisations and other bank transfers	Any	2 signatories from - Headteacher (NB not over £ 5,000) - Deputy Head - Bursar	
Signatories for DFE grant claims and DFE returns	Any	2 signatories (or as required by DFE) from - Headteacher - Deputy Head - Bursar	
Virement of budget provisions between cost centres	Up to £30,000	Headteacher (informing F&GP retrospectively)	
	£30,001 – £50,000	Headteacher (informing F&GP in advance)	
	Over £50,001	Governing Body	

Delegated Duty	Value	Delegated Authority	Method
Disposal of Assets	Up to £5,000	Headteacher	
	£5,001 – £20,000	Finance and General Purposes Committee	
	Over £20,000	Full Governing Body	
Write-off bad debts	Up to £1,000	Headteacher	
	Over £1,000	Finance & General Purposes Committee	
Purchase or sale of any freehold property	Any	DFE approval required	
Granting or take up of any leasehold or tenancy agreement exceeding 3 years	Any	DFE approval required	
In addition to the set budget			
Draw down of reserves (within reserves policy limits)	Up to £5,000	Headteacher (informing F&GP retrospectively)	
	Over £5,000	Finance & General Purposes Committee	