Scheme of Financing for schools

September 2015
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Section 1 - Introduction

1.1 The Funding Framework

The funding framework which replaces Local Management of Schools is set out in the legislative provisions in sections 45-53 of the School Standards and Framework Act 1998.

Under this legislation, local authorities determine for themselves the size of their schools budget and their non-schools education budget – although at a minimum an authority must appropriate its entire Dedicated Schools Grant to their schools budget. The categories of expenditure which fall within the two budgets are prescribed under regulations made by the Secretary of State, but included within the two, taken together, is all expenditure, direct and indirect, on an authority's maintained schools except for capital and certain miscellaneous items. Authorities may deduct funds from their schools budget for purposes specified in regulations made by the Secretary of State under s.45A of the Act (the centrally retained expenditure). The amounts to be deducted for these purposes are decided by the authority concerned, subject to any limits or conditions (including gaining the approval of their Schools Forum or the Secretary of State in certain instances) as prescribed by the Secretary of State. The balance of the schools budget left after deduction of the centrally retained expenditure is termed the Individual Schools Budget (ISB). Expenditure items in the non-schools education budget must be retained centrally (although earmarked allocations may be made to schools).

Authorities must distribute the ISB amongst their maintained schools using a formula which accords with regulations made by the Secretary of State, and enables the calculation of a budget share for each maintained school. This budget share is then delegated to the governing body of the school concerned, unless the school is a new school which has not yet received a delegated budget, or the right to a delegated budget has been suspended in accordance with s.51 of the Act. The financial controls within which delegation works are set out in a scheme made by the authority in accordance with s.48 of the Act and regulations made under that section. All proposals to revise the scheme must be approved by the Schools Forum, though the authority may apply to the Secretary of State for approval in the event of the forum rejecting a proposal or approving it subject to modifications that are not acceptable to the authority.

Subject to any provision made by or under the scheme, governing bodies of schools may spend such amounts of their budget shares as they think fit for any purposes of their school* and for any additional purposes prescribed by the Secretary of State in regulations made under s.50 of the Act. (*Section 50 has been amended to provide that amounts spent by a governing body on providing community facilities or services under section 27 of the Education Act 2002 are treated as if they were amounts spent for the purposes of the school (s50(3A) of the Act.)

An authority may suspend a school's right to a delegated budget if the provisions of the authority's financial scheme (or rules applied by the scheme) have been substantially or persistently breached, or if the budget share has not been managed satisfactorily. A school's right to a delegated budget share may also be suspended for other reasons (schedule17 to the Act).

Each authority is obliged to publish each year a statement setting out details of its planned Schools Budget and other expenditure on children’s services, showing the amounts to be centrally retained and funding delegated to schools. After each financial year the authority must publish a statement showing out-turn expenditure at both central level and for each school, and the balances held in respect of each school.
The detailed publication requirements for financial statements are set out in directions issued by the Secretary of State, but each school must receive a copy of each year's budget and out-turn statements so far as they relate to that school or central expenditure.

Regulations also require a local authority to publish their scheme and any revisions to it on a website accessible to the general public, by the date that any revisions come into force, together with a statement that the revised scheme comes into force on that date.

1.2 The role of the scheme
The scheme sets out the financial and administrative arrangements between the Authority and the schools that are maintained by it. The changing roles of Governing Bodies, Head Teachers and Officers of the Authority are recognised within the scheme. The scheme includes the financial procedures to be followed by both the individual schools and the Authority in the management of the schools. Once approved, the scheme will be binding on both the Authority and the schools until such time as revisions are approved.

1.2.1 Application of the Scheme
The scheme shall apply to all community, voluntary and community special schools maintained by Tameside Metropolitan Borough Council, as well as the Pupil Referral Unit. A current list is attached at Appendix A.

The scheme does not apply to academies within the borough.

1.3 Publication of the scheme
The approved scheme shall be available on the Authority’s website (www.tameside.gov.uk), as well as the Tameside Schools website http://tameside.school-services.net. A copy shall be emailed to each school whenever a new scheme is approved. Any revised version will be published by the date the revisions come into force, together with a statement that the revised scheme comes into force on that date.

The school must ensure that a copy of the approved scheme is available for inspection, when requested. A copy will also be emailed to the Chair of the Governing Body by the Authority.

1.4 Revisions to the scheme
The nature of school finances is such that from time to time the scheme may need revising. Any revisions shall be subject to consultation with the Governing Body and the Head Teacher of every school maintained by the Authority before they are submitted to Schools Forum for approval. Where Schools Forum does not approve the revisions or approves them subject to modifications which are not acceptable to the Authority, the Authority may apply to the Secretary of State for approval.

1.5 Delegation of Powers to Head Teachers
Governing Bodies of schools must determine the level to which they will delegate their powers to the Head Teacher. This decision must be taken by the full Governing Body and shall be reviewed on an annual basis. The decision of the Governing Body shall be recorded in the minutes of the Governing Body together with any details of any revisions. The school shall provide, on request, details of these delegations to the Authority. The Authority shall provide, on request, guidance on the level of financial delegation. The Head Teacher, in consultation with the Governing Body, is responsible for the preparation of the annual budget plan. The Governing Body must retain responsibility for approving the first formal budget plan of each financial year and should ratify all in-year revisions to the budget plan.
1.6 Maintenance of Schools

The local authority is responsible for maintaining the schools covered by the scheme, and this includes the duty of defraying all the expenses of maintaining them (except in the case of a voluntary school where some of the expenses are, by statute, payable by the governing body). Part of the way an authority maintains schools is through the funding system put in place under sections 45 to 53 of the School Standards and Framework Act 1998.
Section 2 – Financial Controls

2.1 General Procedures

2.1.1 Application of Financial Controls to Schools
Schools shall manage their delegated budgets in accordance with the Authority’s financial regulations and more specifically the Financial Regulations for Schools. Where there is a conflict between the provisions of the scheme and the Financial Regulations for Schools (which can be found at www.tameside.gov.uk/budget/statementofaccounts) the scheme shall take precedence.

2.1.2 The provision of Financial Information and Reports
In financial year 2015/16 the Authority reserves the right to request financial monitoring information from Maintained Schools, as they are a significant element of the Authority’s accounts. This should not be more than once every three months unless we have notified the school in writing that in the Authority’s view the school’s financial position requires more frequent submission.

From 2016/17 onwards the Authority will be implementing a requirement for quarterly financial monitoring information based on a specified timescale and format.

Each school shall submit monthly reports in relation to Value Added Tax/Income Tax and bank reconciliation in a format specified by the Authority, along with accompanying bank statements.

2.1.3 Payment of Salaries; Payment of Bills
All schools within the scheme shall have bank accounts into which proportions of their delegated budgets will be paid at regular intervals (see section 3). Schools will therefore be responsible for authorising invoices for payment and making payment from their bank accounts. Guidance on the payment of invoices is included in the Authority’s Financial Regulations for Schools.

If any maintained Schools use a Payroll provider other than the Authority service then they are required to submit staffing cost details on a quarterly basis, or more often if preferred. The Authority can provide a template for the provision of the data if required.

2.1.4 Control of Assets
Schools are required to maintain an inventory for assets over £1,000 in accordance with the guidance issued by the Authority’s S151 Officer (Appendix B). Inventory records shall be updated on an annual basis and submitted to Governors for their approval/information and shall be available for inspection by the Authority or its auditors on request. Schools are free to determine their own arrangements for keeping a register of assets worth less than £1,000. In the event of the school disposing of an asset, the Governing Body should minute the disposal process and the fact that the asset has been disposed of. Schools are recommended to follow the Authority’s financial regulations for disposal of assets. Where an asset has been purchased with capital grant funding managed by the Authority, (e.g. Sure Start Capital Grant) the school shall obtain permission from the Authority prior to disposal. The Authority shall identify any claw back of grant that will be made following the disposal of the asset.

2.1.5 Accounting Policies (including year-end procedures)
The Authority has a duty to account for the public money that it is spending. Schools, as part of the Authority, are not exempt from this requirement. The Secretary of State expects that the financial arrangements of the scheme will give schools freedom over their individual budgets whilst maintaining proper accounting for public funds. The Authority shall issue guidance on accounting policies and procedures which schools shall be required to follow, namely Tameside Financial Regulations for Schools and the Year End Booklet.
2.1.6 Writing Off Debt
Where a Governing Body wishes to write off debts, which will be charged to the school’s individual budget, it may do so, provided the decision is minuted at a meeting of the Governing Body. There will be no maximum to this write off but a Governing Body should be able to demonstrate that it is maintaining good financial management of the school and that all recovery avenues have been exhausted.

2.1 Basis of Accounting
The Authority currently keeps its accounts on an accruals basis and would ask that schools provide returns on this basis. Schools will be free to adopt either an accruals or cash system for their own internal systems but to ease the administrative burden and to avoid the cost to the school of modification to provide the output required, the Authority would recommend that they adopt the accruals system.

SIMS FMS is the accounting software supported by the Authority since the introduction of LMS in Tameside and this software is still recommended for use in schools. The Authority has also commenced a project to implement the use of Agresso accounting software by all maintained schools. If schools choose to use alternative software to SIMS FMS or Agresso then the amount of support the Authority is able to offer the school will be restricted and the School will still need to be able to comply with the various reporting requirements contained in this scheme.

2.3 Submission of Budget Plans
To assist the process of budget monitoring and the payment (by the Authority) of cash deposits into the school bank account, the schools shall submit to the Authority (in the format specified by the Authority) regular budget plans. These include

(i) Annual plan approved by Governing Body; Schools may take full account of estimated deficits and surpluses when constructing their initial plan. The first annual plan shall be submitted by 31 May each year and

(ii) Revised plans can be required but not more than once every three months; a second plan shall be submitted by 31 October. Schools can submit additional revised plans, as they require at other intervals during the year. There is no maximum to the number of additional voluntary plans a school may wish to submit

The plans shall detail the schools intentions for expenditure and the assumptions underpinning the plan. The format of the plan shall be consistent with the Authority’s software.

Where a school does not submit its plan by the required date, the Authority shall make its own assumptions in calculating the subsequent instalments into the school bank account. The Authority shall provide schools who utilise their Payroll service with details of contract information for all members of staff to assist in the budget planning process. The Authority will provide a monthly report of income and expenditure transactions that have been processed by the Authority centrally for each school (e.g. Authority recharges).

2.3.1 Submission of Financial Forecasts
The Authority requires that all schools participate in effective, forward financial planning. Financial forecasts, which generally comprise of the budget plans referred to in paragraph 2.3 above are used to assist the process of budget monitoring and the payment (by the Authority) of cash deposits into the school bank account. As a minimum, schools are required to submit a financial forecast covering each year of the multi-year period for which schools have been notified of their budget share.
2.4 Efficiency and Value for Money
Schools must seek to achieve efficiencies and value for money, to optimise the use of their resources and to invest in teaching and learning, taking into account the Authority’s purchasing, tendering and contracting requirements as detailed in section 2.10. It is for Head Teachers and Governors to determine at a school level, how to secure better value for money.

2.5 Virement
Schools shall have freedom to vire between budget heads at any level of their individual budget share. It shall be up to Governing Bodies to determine the level of virement that will be delegated to a Finance Sub-Committee and/or the Head Teacher. The Authority will provide advice on virement levels on request. The Authority will request schools to reconsider virements from staffing budgets that may leave insufficient funds to pay staff.

2.6 Audit: General
Schools are custodians of public funds and as such are subject to the same standards of audit as the rest of the Authority. The S151 Officer has a statutory duty to maintain an effective internal audit. The Authority is also subject to external audit. Schools, which are subject to audit, whether internal or external, shall co-operate fully with the auditors and shall provide access to all records that are requested. Failure to co-operate with the auditors may lead to removal of delegation.

2.7 Separate External Audits
Schools shall have the freedom to obtain independent external audit verification of their accounts, which will be additional to the Authority’s internal and external audit checks. Schools that take this approach will have to fund the cost of the audit from their budget. The Authority does not expect schools to routinely pay for an external audit but the costs of such audits shall be an acceptable charge on the school budget.

2.8 Audit of Voluntary and Private Funds
Schools must obtain annual audit certificates for voluntary and private funds held by the school and for the accounts of any trading organisations controlled by the school. These certificates shall be retained by the school and be made available to the Authority (including Internal Audit) on request. The schools shall make their own arrangements for the audit of these accounts, which should be undertaken by someone independent of the school (e.g. not a Governor or someone already working at the School) and in accordance with standard accounting practice.

2.9 Register of Business Interests
Each school shall maintain a register, which details for every Governor and Head Teacher, any business interests that they or members of their immediate family have. Governors and Head Teachers shall have a duty to keep the register up to date and the entries on the register shall be subject to an annual review at a meeting of the Governing Body. The register shall be available for inspection during normal school hours by Governors, staff, parents and the Authority.

2.10 Purchasing, Tendering and Contracting Requirements
Each school shall abide by the Authority’s financial regulations, (which can be found at www.tameside.gov.uk/constitution/part4b), and Procurement Standing Orders (which can be found at www.tameside.gov.uk/constitution/part4c) in as far as they are not contracted by the provisions of this clause.
a) In complying with the Authority’s Standing Orders, the school shall not do anything that is incompatible with European Union procurement directives or is contrary to legislation.

b) Schools shall have freedom to place orders for goods and services without the need for a counter signature by an officer of the Authority unless the Authority has notified the school to the contrary in writing.

c) The Authority shall make available to schools, details of the suppliers on its approved lists for various goods and services. Schools shall have the freedom to use the approved suppliers or select their own. They should however remember that as custodians of public monies they should ensure value for money with their purchasing decisions.

d) For contracts in excess of £10,000, the school shall invite a minimum of 3 written quotations in accordance with the Authority’s guidance.

e) For contracts in excess of £60,000 but below the Public Contract Rules thresholds, schools shall follow the tendering procedures laid down in the Authority’s Procurement Standing Orders and the guidance contained in the Procurement Code of Practice, and will seek professional advice from the S151 Officer to ensure this happens. (Guidance on the Tendering Process can be obtained, if required).

f) If the school determines that the contract falls above the Public Contract Rules Thresholds, the school will seek further guidance from the S151 Officer.

g) The school shall take account of the Authority’s policies and procedures in assessing the health and safety competence of contractors as part of the tendering process i.e. in advance of the award of a contract.

More detailed guidance on purchasing, tendering and contracting requirements can be found in the Authority’s Financial Regulations for Schools.

2.11 Application of Contracts to Schools

Schools can elect to utilise a contract negotiated by the Authority for which the school makes payment from its delegated budget. Although Governing Bodies are empowered under paragraph 3 of schedule 1 to the Education Act 2002 to enter into contracts, in most cases they do so on behalf of the Authority as maintainer of the school and the owner of the funds in the budget share. Other contracts may be made solely on behalf of the Governing Body, when the Governing Body has clear statutory obligations – for example, contracts made by aided or foundation schools for the employment of staff.

2.12 Central Funds and Earmarking

The Authority shall have the power to make additional funds available to schools on an earmarked basis. Such allocations might, for example, be sums for pupils with special educational needs or other initiatives funded from the central expenditure of the Schools Budget or other Authority budget. These funds shall be added to the schools budget and the cash advance calculation will be amended as necessary. These funds shall be used by the school in accordance with the purpose for which the funds were allocated. As part of this process, the school shall retain sufficient records to be able to account for the funds and demonstrate that they have been spent for the purposes so allocated. Schools shall have the ability to vire earmarked funds within the area for which the funds were delegated, except where funds are supported by specific grant, which does not permit virement. Schools shall not be permitted to vire these funds into the main school budget share. The terms under which earmarked funds are allocated to schools may include a requirement for schools to repay at year end or within the period allowed, any unspent funding. This will not be a universal condition but will vary with the different types of funding allocated and schools shall be notified as part of allocation
process on the ability to carry forward any unspent balances. The Authority will make no deduction in respect of interest costs relating to the payment of devolved or special grants.

2.13 Spending for the Purposes of the School
Although s.50(3) of the School Standards and Framework Act 1998 (the Act) allows Governing Bodies to spend their budget shares for the purposes of the school, this is subject to regulations made by the Secretary of State and any provisions of the scheme. By virtue of Section 50(3A) of the Act amounts spent by Governing Bodies on community facilities or services under Section 27 of the Education Act 2002, will be treated as if spent for any purposes of the school.

Under s.50(3)(b) of the Act the Secretary of State may prescribe additional purposes for which expenditure of the budget share may occur. He has done so in the School Budget Shares (Prescribed Purposes)(England) Regulations 2002 (SI 2002/378), which have been amended by the School Budget Shares (Prescribed Purposes)(England)(Amendment) Regulations 2010 (SI 2010/190). These allow schools to spend their budgets on pupils who are on the roll of other maintained schools or academies.

2.14 Capital Spending from Budget Share
Schools shall be permitted to spend an element of their budget and/or retained balances on capital proposals. Where the cost of a school's capital proposals exceeds £10,000, the school shall notify the Authority of the proposals. The school shall seek advice from the Authority where the cost of its proposals exceed £10,000 (inclusive of any irrecoverable VAT) and shall take this advice into account in proceeding with the proposals. If the premises are owned by the Authority, or the school has voluntary controlled status, then the Governing Body should seek the consent of the Authority to the proposed works, but such consent can be withheld only on health and safety grounds.

2.15 Notice of Concern
The Authority may issue a notice of concern to the Governing Body of any school it maintains where, in the opinion of the S151 Officer and the Assistant Executive Director – Education, the school has failed to comply with any provisions of the scheme, or where actions need to be taken to safeguard the financial position of the Authority or the school.

Such a notice will set out the reasons and evidence for it being made and may place on the Governing Body restrictions, limitations or prohibitions in relation to the management of funds delegated to it.

These may include:

- insisting that relevant staff undertake appropriate training to address any identified weaknesses in the financial management of the school;
- insisting that an appropriately trained/qualified person chairs the Finance Sub-Committee of the Governing Body;
- placing more stringent restrictions or conditions on the day to day financial management of a school than the scheme requires for all schools – such as the provision of monthly accounts to the Authority;
- insisting on regular financial monitoring meetings at the school attended by officers of the Authority;
- requiring a Governing Body to buy into the Authority’s financial management systems;
• imposing restrictions or limitations on the manner in which a school manages extended school activity funded from within its delegated budget share – for example by requiring a school to submit income projections and/or financial monitoring reports on such activities.

The Notice will clearly state what these requirements are and the way in which and the time by which such requirements must be complied with, in order for the Notice to be withdrawn. It will also state the actions that the Authority may take where the Governing Body does not comply with the Notice.

Schools that wish to dispute a Notice that has been issued, shall in the first instance discuss their concerns with the S151 Officer and the Assistant Executive Director – Education. Where the dispute cannot be resolved, the school may present their case to the Executive Member (Learning, Skills and Economic Growth) who will arbitrate on the issue.

2.16 Schools Financial Value Standard (SFVS)
All local Authority maintained schools (including Pupil Referral Units (PRUs) that have a delegated budget) must demonstrate compliance with the Schools Financial Value Standard (SFVS) and complete the assessment form on an annual basis. It is for the school to determine at what time in the year they wish to complete the form. Governors must demonstrate compliance through the submission of the SFVS assessment form signed by the Chair of Governors. The form must include a summary of remedial actions with a clear timetable, ensuring that each action has a specified deadline and an agreed owner.

Governors must monitor the progress of these actions to ensure that all actions are cleared within specified deadlines.

Maintained schools with a delegated budget, must submit the form to the Local Authority annually before **31 March**.

2.17 Fraud
All schools must have a robust system of controls to safeguard themselves against fraudulent or improper use of public money and assets.

The governing body and head teacher must inform all staff of school policies and procedures related to fraud and theft, the controls in place to prevent them and the consequences of breaching those controls. This information must also be included in the induction for new school staff and governors.

Further information on how to deal with a suspected fraud can be found in the Authority’s Finance Regulations for Schools.
Section 3 - Instalments of the Budget Share; Banking Arrangements

3.1. Frequency of Instalment
Schools will receive instalments of the School Budget Share plus any other delegated funding, in 10 monthly instalments on the 13th of each relevant month (or last working day before the 13th). Top up payments for pupils with high needs will be incorporated within the monthly instalments where the Authority is in receipt of the requisite information to calculate the payment. Schools experiencing cashflow difficulties can request emergency instalments, but any such request must be supported by a cashflow forecast that will be assessed by the Authority. These emergency cash flow payments will generally be paid by BACS, other than in exceptional cases that must be agreed with the Authority. This needs to be taken into consideration in the timing of a request for an additional instalment.

3.2. Proportion of Budget Share Payable at Each Instalment
All Schools will receive their budget share instalments into their nominated bank account. Each instalment will be calculated as follows:

April and May – \(\frac{1}{11}\)th of estimated Funding less estimated payroll costs, estimated PFI recharges, estimated Authority recharges and any other known income owed to the school.

June – \(\frac{1}{11}\)th of estimated Funding less budgeted payroll costs, estimated PFI recharges, estimated Authority recharges and any other known income owed to the school.

July – \(\frac{2}{11}\)th of estimated Funding less budgeted payroll costs, estimated PFI recharges, estimated Authority recharges and any other known income owed to the school.

September to February – \(\frac{1}{11}\)th of estimated Funding less budgeted payroll costs, estimated PFI recharges, estimated Authority recharges and any other known income owed to the school.

By September the instalments will also be adjusted for any other income owed to the school or Authority in relation to the previous financial year.

Estimated charges referred to in the above calculations shall be reviewed as part of the year end process and an adjustment made to represent the actual figures.

The calculation will be reviewed each time a payment is due to determine if it needs to be updated for any significant changes in the funding estimates being used. A statement of expected cash instalments will be issued to all schools at the beginning of each financial year and each time the calculation is updated.

Initial payroll estimates will be based on the actual payroll costs between January and March of the previous financial year adjusted for inflation which will be determined on an annual basis. Thereafter, the payroll costs used in the calculation will be based on the latest approved budget plan submitted to the Authority.

Payments will be made to schools on the 13th (or last working day before the 13th) of each relevant month.

3.3. Interest Clawback
The Authority may seek to recover any loss of interest/interest charges it incurs on its general fund by the payment of instalments to schools in advance of the instalments detailed at 3.2. The Authority has chosen not to include this in the local scheme.
3.3.1 Interest on late Budget Share Payments
If the Authority is more than one working day late making a payment of the regular budget share instalments, interest will be added to the payment at the current Bank of England Base rate to account for any potential interest lost by the school.

3.4. Budget Shares for Closing Schools
Where approval to discontinue a school has been given and financial delegation has not been withdrawn from the school, the Authority shall have the power to provide the school with instalments on a monthly basis, notwithstanding that a different basis might previously have been used.

3.5. Bank Account and Building Society Accounts
Instalments of the School Budget Share will be paid into one specified bank or building society account in the name of the school.

All interest received by Schools on such bank accounts shall be retained by schools for their benefit.

Schools must provide the Authority with a copy of the signed new bank account mandate in order to facilitate a change in the bank account that cash instalments are paid in to.

Schools must ensure an update copy of the bank mandate is retained in schools and is available for inspection by the Authority or its auditors at any time.

Schools may invest surplus cash resources in higher interest facilities with their bank.

3.5.1. Restriction of Accounts
Schools shall have their accounts with one of the banks/building societies approved by the S151 Officer. This list will be updated in line with the Authority’s Treasury Management policy and schools shall be notified of any changes. If a school intends to open a new account, it shall first obtain confirmation from Resource Management that the proposed bank is on the approved list.

Approved Banks

- HSBC;
- Barclays;
- Lloyds Banking Group (including Halifax and Bank of Scotland);
- Royal Bank of Scotland (including Natwest);

Schools are not permitted to hold Debit Cards for their current account.

Schools shall ensure that its bank mandate provides that the Authority is the owner of the funds in the account; that it is entitled to receive statements; and that it can take control of the account if the school’s right to a delegated budget is suspended by the Authority.

Signatories to bank accounts shall be restricted to employees of the Authority or the schools.

Budget share funds paid by the authority and held in school accounts remain authority property until spent (s.49(5) of the Act).
3.6. **Borrowing by Schools**

Schools are not permitted to borrow money without the written permission of the Secretary of State with the exception of the loan scheme detailed in section 4.10 below. Schools are not allowed to enter into credit arrangements (including leases) without approval of the Authority or obtain credit cards or store cards which are regarded as borrowing. However, schools can use Procurement Cards (e.g. the Schools Charge Card available through Lloyds Bank) issued by some banks as a useful means of facilitating electronic purchase.

Any school which is considering entering into a lease agreement must contact the Authority’s leasing advisors, Unlink (www.schoolsleasing.co.uk) in order to make use of the Council’s framework agreement. This will ensure that any lease entered into by a school will meet all necessary conditions required under the Authority’s financial regulations.
Section 4 - The Treatment of Surplus and Deficit Balances in Relation to Budget Shares

4.1. The Right to Carry Forward Balances
Schools shall carry forward from one year to the next, all accumulated balances arising from the budget share. Thus, the accumulated balance as at 31 March will become the school’s brought forward balance at 1 April. This process will continue for each successive year. As detailed in section 3.2 above, an adjustment will be made to budget share instalments after the year end reconciliation has taken place and the level of any cash owed to or from the school has been determined.

4.2. Controls on Surplus Balances
Surplus balances held by schools as permitted under this scheme are subject to the following restrictions:

- Both the Authority and Schools Forum are entitled to request information on the proposed use of surplus balances from any school where the revenue surplus balances exceed 8% of the current year’s budget share for primary and special schools, and by 5% for secondary schools, or in other circumstances where, in the view of the Authority, the level of surplus balances may be cause for concern.

- The information requested from schools on the proposed use of revenue surplus balances will be reported to School’s Forum on at least an annual basis. Any school which has a revenue surplus balance which is more than twice the permitted threshold, will be subject to a more detailed review of the plans for the surplus. This information will then be reported to Schools Forum, who will make a decision as to whether any of the surplus will be clawed back. If this were to happen, Schools Forum will decide how any clawed back surplus will be redistributed to the Borough’s schools.

- The Authority is entitled to request information on the proposed use of surplus balances from any school where the capital balance exceeds the equivalent of 2 years of the Devolved Formula Capital grant allocation for that School in the preceding year. The use of capital funding in a timely manner is particularly important as the DfE claw back unspent Devolved Formula Capital after 3 years.

During the completion of the annual CFR, schools will have an opportunity to commit a proportion of their surplus balance.

Monies should only be classed as committed if, the school can provide evidence to show that they:

- are for a specific purpose;
- will be spent within a defined timescale as detailed in this Scheme for Financing Schools;
- are included in the School Development Plan and/or have been properly approved by Governors.

4.3 Interest on Surplus Balances
The Authority shall not pay interest on any surplus balances that it holds on behalf of schools.

4.4 Obligation to Carry forward Deficit Balances
Schools shall carry forward from one year to the next their accumulated deficit balances as at year end. The deficit balance at 31 March shall be brought forward as the opening balance at 1 April.
4.5 Planning for Deficit Budgets
Schools shall be allowed to plan for a deficit budget in accordance with section 4.9 below. Schools should however not operate in a deficit prior to obtaining the approval of the Authority.

All schools with a deficit balance at 31 March will be required work with the Authority to produce a deficit recovery plan which must be approved by the Governing Body and the S151 Officer. Schools with an authorised deficit prior to 31 March shall continue to reduce the deficit in accordance with their deficit recovery plan. The Authority will work the school to monitor the authorised plan. Where the approved plan is not being adhered to, the Authority has the power to take action to bring the situation back in line with the approved plan, including the withdrawal of delegation.

4.6 Charging Interest on Deficit Balances
The Authority does not propose to introduce a provision for charging interest to deficit schools. However, the Authority reserves the right to charge interest, at current Bank of England base rate, on deficit balances for those schools that fail to reduce their deficit position in line with the agreed deficit recovery plan.

4.7 Writing Off Deficits
The Authority cannot write off the deficit balance at any school. Governors are reminded that any deficit must be repaid in future years in line with an approved deficit recovery plan, as detailed in section 4.5 above.

4.8 Balances of Closing and Replacement Schools
When a school closes, any balance (whether surplus or deficit) will revert to the Authority, it cannot be transferred as a balance to any other school, even where the school is a successor to the closing school except that a surplus transfers to an academy where a school converts to academy status under Section 4 (1) (a) of the Academies Act 2010.

If approval for conversion is given to a school in deficit under the Academies Act 2010, the DfE will pay the Authority an equivalent amount and recoup this through a reduction in the recurrent funding paid to the academy. However, where conversion is directed by the Secretary of State or the school is eligible for intervention, the deficits of closing schools can be charged to the General Fund.

4.9 Licensed Deficits
Due to unforeseen expenditure or pupil volatility, schools may find themselves in a deficit budget position from which it would be extremely difficult to bring the budget back in balance the following year. In these circumstances schools may apply under the scheme for a licensed deficit. The licensed deficit shall operate within the following parameters:

- Deficit budgets will be approved in exceptional circumstances where a school has been subject to a temporary reduction in pupil numbers or has had to meet a significant item of unforeseen revenue expenditure. Where this happens and a school cannot bring the budget back out of deficit within the following year without staffing reductions that will damage its ability to deliver the national curriculum, then a deficit budget may be granted. Deficit budgets will not be approved except as a mechanism for managing staff reductions for schools that are suffering a long-term reduction in pupil numbers.

- Deficit budgets shall be approved for a maximum of 3 years (this is not expected to be the norm). At the end of the agreed deficit period the school’s accumulated balances shall be zero or greater. An approved deficit budget shall be accompanied by an approved deficit recovery plan as detailed in section 4.5 above.
• The maximum size of any deficit shall be 5% of the school’s annual budget share. There is no minimum level of deficit.

• As schools in the scheme will be operating their own bank accounts, it is proposed that the collective gross balance held by schools, whether in their own accounts or held by the Authority in its role as Payroll Administrator, shall be utilised in calculating the upper level of deficit budgets that may be approved. The total of all licensed deficits shall not exceed more than 20% of the gross surpluses held by schools. The gross surpluses shall be calculated by reference to the latest available Section 251 outturn report i.e. the total deficits for an financial year shall not exceed more than 20% of the surpluses in that financial year.

• All licensed deficits must be approved by the S151 Officer and Assistant Executive Director - Education.

4.10 Loan Scheme

Under Section 3.6, School governing bodies have no powers to borrow funds on the open market. This does not preclude the Authority from making loans to schools should they so wish. School Governing Bodies wishing to apply to the Authority for a loan must comply with the following requirements:

• **The Purpose of the Loan**: Irrespective of purpose, the maximum loan that the Authority will be prepared to consider will be limited to 5% of the total budget share for the school.

• **The period over which the loan is to be repaid**: This will be for a maximum of 3 years although the Authority might only offer loan facilities over a shorter period.

• **How the loan is to be repaid**: The school must demonstrate an ability to be able to repay the loan out of the normal school budget resources and if approved, the loan repayments must feature in the school budget plan.

• The maximum proportion of the collective school balances which will be used to back any loan arrangement is to be set at 20%

If approved, the loan schedule will be submitted to the School for signature by the Headteacher and the Chair of Governors. The schedule will detail the principal, amount of interest (at rates determined by the S151 Officer), the period of the loan and the repayment schedule. Upon receipt of the signed loan schedule, the S151 Officer will release the payment to the school.

The school must make repayment of the loan from the independent bank account by 2 instalments each financial year on the following dates – 1 January and the 1 July. Schools may elect if they so wish, to have any loan repayment deducted from cash advances due to the school.

4.10.1 Credit union approach

An alternative to the loan scheme at 4.10, schools may wish to group together to utilise externally held balances for a credit union approach to loans.

Any schools wishing to use this approach must arrange for audit certification of the scheme to be provided to the Authority upon request.
Section 5 - Income

5.1 Income from Lettings
All income from lettings shall accrue to the school except where it is separately agreed between the school and the Authority that there will be some income sharing activity or where PFI or joint use agreements provide otherwise.

Schools shall have the freedom to determine the charges for income from lettings and to cross subsidise lettings for community and voluntary use with income from other lettings, provided the Governing Body is satisfied that this will not interfere to a significant extent with the performance of any duties imposed on them by the Education Acts, including the requirement to conduct the school with a view to promoting high standards of educational achievement and within the restriction that lettings should not result in a net cost to the school budget. Schools shall also have regard to any directions issued by the Authority from time to time as to the use of school premises, as permitted under the Act for various categories of schools.

This income should be accounted for in the schools’ main bank accounts. Income from lettings of school premises should not normally be payable into voluntary or private funds held by the school.

5.2 Income from Fees and Charges
Schools shall retain income from fees and charges except where these relate to services that the Authority has provided from centrally retained funds. Schools should take account of guidance that the Authority may issue from time to time on charging policies when determining their own charging policy. Schools should review their charging policy on an annual basis to ensure that the full costs are recovered.

5.3 Income from Fundraising
The school shall retain any income, which is raised by fund raising activities.

5.4 Income from the Sale of Assets
Schools shall have the right to dispose of assets and retain the income from the sale except where:

- The asset was not purchased from the schools’ delegated budget e.g. assets acquired through grants. In these circumstances the Authority shall have the power to determine whether the school will retain the proceeds or not.

- The asset concerned forms part of the land/buildings of the school and is owned by the Authority, in which case the Authority shall determine who receives the proceeds.

Schools are reminded that when they are disposing of assets they should take recognition of the guidance in the Authority’s financial regulations.

5.5 Administrative Procedures for the Collection of Income
All income collected by schools, including income collected on behalf of the Authority (e.g. school meals income) should be collected and recorded in line with the guidance provided in the Tameside Financial Regulations for Schools.

Where relevant, VAT should be charged on lettings and services provided by schools. Further information on when VAT should be charged can be found in the Finance Regulations for Tameside Schools or by contacting Resource Management.
5.6 Purposes for which Income may be used

Any income accruing to the School under Section 5.4 above, from the sale of assets purchased with delegated funds may only be spent for the purposes of the School.
Section 6 - Charging of School Budget Shares

6.1 General Provision
The Authority shall have the right to charge the school share of one or more schools without their consent under any of the circumstances listed in Section 6.2 below. The Authority shall only charge the school budget after consultation with the school. This consultation does not have to result in the school agreeing to the charge before the charge is made. Once the Authority has levied a charge on the school budget, it shall notify the school in writing within 7 days of this event. Schools that wish to dispute the charge shall in the first instance discuss their concerns with the S151 Officer and the Assistant Executive Director – Education. Where the dispute cannot be resolved, the school may present their case to the Executive Member (Learning, Skills and Economic Growth) who will arbitrate on the issue.

In any of the circumstances listed below in section 6.2, the Authority will demonstrate that additional expenditure has incurred as a result of action or inaction school before the charge on the budget share is made.

For the avoidance of doubt, Local Authorities may de-delegate funding for permitted services without the express permission of the Governing Body, provided this has been approved by the appropriate sector representatives of the Schools Forum.

6.1.1 Charging of salaries at actual cost
Where the Authority is charging the school with salaries of school based staff, it shall only charge to the school budget share the actual cost of the staff.

6.2 Circumstances in which Charges may be made

6.2.1 Premature retirement costs without prior written consent
Where premature retirement costs have been incurred without the prior written agreement of the Authority to bear such costs (the amount chargeable being only the excess over any amount agreed by the Authority);

6.2.2 Expenditure incurred to secure resignations
Other expenditure incurred to secure resignations where the school had not followed Authority advice;

6.2.3 Awards by courts and industrial tribunals
Awards by courts and industrial tribunals against the Authority, or out of court settlements, arising from action or inaction by the governing body contrary to the Authority’s advice

Awards may sometimes be against the governing body directly and would fall to be met from the budget share. Where the Authority is joined with the Governing Body in the action and has expenditure as a result of the Governing Body not taking Authority advice, the charging of the budget share with the Authority expenditure protects the Authority’s position.

6.2.4 Expenditure for health and safety or capital works
Expenditure by the Authority in carrying out health and safety work or capital expenditure for which the Authority is liable where funds have been delegated to the Governing Body for such work, but the Governing Body has failed to carry out the required work;
6.2.5  Expenditure incurred in making good defects
Expenditure by the Authority incurred in making good defects in building work funded by capital spending from budget shares, where the premises are owned by the Authority or the school has voluntary controlled status;

6.2.6  Insurance expenditure
Expenditure incurred by the Authority in insuring its own interests in a school where funding has been delegated but the school has failed to demonstrate that it has arranged cover at least as good as that which would be arranged by the Authority;

6.2.7  Recovery of monies in relation to services provided to the school
Recovery of monies due from a school for services provided to the school, where a dispute over the monies due has been referred to a disputes procedure set out in a service level agreement, and the result is that monies are owed by the school to the Authority;

6.2.8  Recovery of penalties from regulatory authorities
Recovery of penalties imposed on the authority by the Board of Inland Revenue, the Contributions Agency, HM Revenue and Customs, Teachers’ Pensions, the Environment Agency or other regulatory authorities as a result of school negligence.

6.2.9  Correction of Authority errors
Correction of Authority errors in calculating charges to a budget share (e.g. pension deductions).

6.2.10  Additional transport costs
Additional transport costs incurred by the Authority arising from decisions by the Governing Body on the length of the school day, or failure to notify the Authority of non-pupil days resulting in unnecessary transport costs.

6.2.11  Legal cost
Legal costs which are incurred by the Authority because the governing body did not accept the advice of the Authority (see also section 11.4).

6.2.12  Costs of health and safety training
Costs of necessary health and safety training for staff employed by the Authority, where funding for training had been delegated but the necessary training not carried out.

6.2.13  Compensation paid to a lender
Compensation paid to a lender where a school enters into a contract for borrowing beyond its legal powers, and the contract is of no effect.

6.2.14  Cost of work done in respect of teacher pension remittance and records
Cost of work done in respect of teacher pension remittance and records for schools using non-Authority payroll contractors, the charge to be the minimum needed to meet the cost of the Authority’s compliance with its statutory obligations;

6.2.15  Costs incurred in securing provision specified in a statement of SEN
Costs incurred by the Authority in securing provision specified in a statement of SEN where the Governing Body of a school fails to secure such provision despite the delegation of funds in respect of low cost high incidence SEN and/or specific funding for a pupil with High Needs;
6.2.16 Costs incurred due to incorrect data
Costs incurred by the Authority due to submission by the school of incorrect data;

6.2.17 Recovery of ineligible grant expenditure
Recovery of amounts spent from specific grants on ineligible purposes;

6.2.18 Costs incurred due to breach of contract
Costs incurred by the Authority as a result of the Governing Body being in breach of the terms of a contract.

6.2.19 Costs of withdrawing from a cluster arrangement
Costs incurred by the Authority or another school as a result of a school withdrawing from a cluster arrangement, for example where this has funded staff providing services across the cluster.
Section 7 - Taxation

7.1 Value Added Tax
The Local Authority is able to reclaim VAT on expenditure relating to non-business activity. Any VAT on such expenditure incurred by schools under this heading will be able to be reclaimed by the Authority and amounts so reclaimed will be passed back to the school concerned.

HM Customs & Excise have agreed that VAT incurred by schools when spending any funding made available by the Authority is treated as being incurred by the Authority and qualifies for reclaim by the Authority.

This is a continuation of the current practice whereby existing Authority maintained schools recover VAT incurred on their IBA expenditure through the submission of monthly expenditure returns to the Authority. This provision excludes expenditure by Governors of voluntary aided schools when incurring capital expenditure as part of their statutory duties.

The Authority will aim reimburse schools for VAT within four weeks of receipt of the VAT Submittal from the school. This does not apply where there are errors within the information provided to the Authority by schools.

7.2 CIS (Construction Industry Taxation Scheme)
All Schools will be expected to abide by the procedures as issued (and amended from time to time) by the Authority in connection with CITS.
Section 8 - Provision of Services and Facilities by the Authority

8.1 Provision of services from centrally retained budgets
The Authority shall continue to provide some services to schools that have been centrally retained. The Authority shall have the freedom to determine the basis of the allocation of services to schools but shall do so in a manner, which is transparent and does not differentiate between categories of schools except where the funding has been delegated to some schools only. The Authority may also differentiate between categories of school where there are differences in statutory duties. This provision shall also apply to premature retirement costs and redundancy payments that are made by the Authority. In the event of there being insufficient take up for a particular service on offer, the Authority reserves the right to discontinue the provision of the service.

8.2 Provision of services bought back from the authority using delegated budgets
Services that a school has agreed to purchase from its delegated budget shall be subject to time limitations on the agreement. Agreements between schools and the Authority for the purchase of such services may be for a maximum of 3 years and periods not exceeding five years for any subsequent agreement relating to the same services. The exception to this rule relates to the extension to five and seven years respectively for contracts for supply of catering services.

The time limitations shall not apply in the case of premises and liability insurance that are negotiated centrally by the Authority, which will be subject to the length of policy that is negotiated.

When a service is provided for which expenditure is not retainable centrally by the Authority under the Regulations made under Section 45A of the Act, it must be offered at prices that are intended to generate income, which is no less than the cost of providing those services. The total cost of the service should be met by the total income, even if schools are charged differentially.

8.2.1 Packaging
The Authority shall not offer services to schools in such a way as to unreasonably restrict their freedom of choice.

8.3 Service Level Agreements
With the exception of Insurance cover all Service Level Agreements must be in place by 28 February to be effective for the following financial year. Schools will have at least a month to consider the terms of any such agreements with the Authority.

Service Level Agreements between schools and the Authority for the provision of services will be for one or more years depending on the nature of the service on offer. All SLAs shall be subject to a regular review and where an SLA is for more than 3 years, they shall be reviewed in the third year. Where an SLA is for more than one year, the terms of the SLA shall include the basis of the price review on an annual basis. SLAs shall normally come into effect on 1 April. The Authority may permit a school to enter at a later date (where this happens there will be no extension to the original close date). Some services, such as insurance, offered by the Authority will be available on an extended agreement.

8.4 Teachers’ Pensions
In order to ensure that the performance of the duty on the Authority to supply Teachers Pensions with information under the Teachers’ Pensions Regulations 1997, the following conditions are imposed on the Authority and Governing Bodies of all maintained schools covered by this Scheme in relation to their budget shares.
The conditions only apply to Governing Bodies of maintained schools that have not entered into an arrangement with the Authority to provide payroll services.

A Governing Body of any maintained school, whether or not the employer of the teachers at such a school, which has entered into any arrangement or agreement with a person other than the Authority to provide payroll services, shall ensure that any such arrangement or agreement is varied to require that person to supply salary, service and pensions data to the Authority which the Authority requires to submit its annual return of salary and service to Teachers’ Pensions and to produce its audited contributions certificate. The Authority will advise schools each year of the timing, format and specification of the information required. A Governing Body shall also ensure that any such arrangement or agreement is varied to require that Additional Voluntary Contributions (AVCs) are passed to the Authority within the time limit specified in the AVC scheme. The Governing Body shall meet any consequential costs from the school’s budget share.

A Governing Body of any maintained school which directly administers its payroll shall supply salary, service and pensions data to the Authority which the Authority requires to submit its annual return of salary and service to Teachers’ Pensions and to produce its audited contributions certificate. The Authority will advise schools each year of the timing, format and specification of the information required from each school. A Governing Body shall also ensure that Additional Voluntary Contributions (AVCs) are passed to the Authority within the time limit specified in the AVC scheme. The Governing Body shall meet any consequential costs from the school’s budget share.
Section 9 - PFI/PPP

The Governing Body of schools that are included within a PFI scheme will sign an agreement at the time of the contract signing. This Governing Body agreement stipulates the level of the school’s contribution towards the unitary charge from their delegated budget. It also defines the share to be credited to the schools of any deductions in the unitary charge for performance and availability failures. The Governing Body agreement also sets out any potential liabilities of the school / Governing Body resulting from their actions over the life of the contract.

Separately to the Governing Body agreement defined revenue contributions from schools listed above, as a result of the 2013/14 Education Funding Reforms previously centrally retained DSG funding which contributed towards the affordability of PFI and FM contracts should be delegated to schools through the Schools Block PFI funding factor. This funding has to be repaid by the schools and academies concerned to the Authority who meet the costs of the associated costs directly.
Section 10 – Insurance

10.1 Insurance Cover

The Authority shall require schools that choose to negotiate their own insurance to demonstrate that any such insurance covers the Authority’s insurable interest, at a level which covers a reasonable assessment of the risks at the individual school. In such circumstances, great care must be taken to ensure that schools are fully aware of the insurance protection which is being provided and the risks which are not insured. When comparing premium quotations with a local authority scheme, it is essential to make certain that the comparison is on a like for like basis. Where a school cannot demonstrate this, the Authority may refuse the school’s request for alternative insurance provision.

Schools must contact the Authority’s Risk and Insurance Team to determine if any quotation received meets the Authority’s minimum requirements.

Any additional insurance cost the Authority incurs as a result of a school failing to demonstrate they have adequate cover in place will be charged to the schools budget share (see section 6.2.6).
Section 11 - Miscellaneous

11.1 Right of Access to Information
Schools shall submit to the Authority such financial and other information, when requested by officers of the Authority (including Internal Audit officers), which the Authority requires to satisfy itself that the school is properly managing its delegated budget, and which the Authority requires for the efficient running of its functions and responsibilities, for example, where a school has elected not to purchase the Authority’s Resource Management Service, it will continue to have to provide the Authority with VAT Submittals, Budget Plans, CFR data and other ad-hoc information. In the event that a school wishes to appeal against the Authority’s request for information, any dispute shall be resolved in consultation with the Schools Forum. Where earmarked funding has been devolved to a school, it shall comply with the Authority’s request for information as part of the arrangements for devolution.

11.2 Liability of Governors
The Governing Body of a maintained school is a corporate body and therefore because of this and s.50(7) of the Standards and Framework Act 1998, Governors will not incur any personal or individual liability in the exercise of their power to spend the school budget share provided that they have acted in good faith. Breaches of this Scheme are not in themselves regarded as failures to act in good faith although they could lead to removal of delegation.

11.3 Governors’ Expenses
The Authority may delegate to the Governing Body of a school yet to receive a delegated budget, funds to meet Governors’ expenses.

Schools may elect to pay from their delegated budgets expenses for Governors, which are considered reasonable. Costs that would be deemed reasonable are out of pocket expenses and supported by a receipt. Under section 50(5) of the Act, only allowances in respect of purposes specified in regulations made under section 19 of the Education Act 2002 may be paid to Governors from a school's delegated budget share. The schools are not allowed to pay any Governors expenses that are not provided for above.

Where a school is placed in special measures and the Secretary of State has exercised his power to appoint additional Governors then the Governing Body are not permitted to pay expenses to such Governors, which duplicate any expenses being met by the Secretary of State.

11.4 Responsibility for Legal Costs
Where a school takes legal action against the Authority, the costs of this action (unless awarded against the Authority by the courts) shall be charged to the school budget. In addition, in the event of the school ignoring the advice of the Authority resulting in legal costs falling on the Authority, these will be recharged to the school under Section 6.2.11 of this scheme. Where a school feels that there is a conflict of interest between itself and the Authority, it shall explain in writing to the Assistant Executive Director – Education what it considers to be the conflict of interest. If this conflict cannot be resolved by the Authority’s legal representatives to the satisfaction of the school, it shall notify the Assistant Executive Director - Education in writing of its intention to obtain independent advice.

11.5 Health and Safety
The Governing Body of a school, in spending the school’s budget share, shall have regard to the duties placed on the Authority in relation to Health and Safety and the Authority’s health and safety policy. Schools shall comply with any guidance on health and safety made available to Governing Bodies by the Authority.
11.6 **Right of Attendance for the Chief Financial Officer**

The Authority’s Chief Financial Officer, or any officer nominated by him, shall have the right to attend any meeting of a Governing Body (or its committees) at which the agenda includes items which are relevant to the exercise of the Chief Financial Officer’s duties. In exercising this right, the Chief Financial Officer shall notify the school and will provide the school with as much notice as is practical in the circumstances. It is not intended that the Chief Financial Officer will attend Governing Body meetings as a matter of course but only in exceptional circumstances that affect the school budget.

11.7 **Special Educational Needs**

Schools shall, in spending their school budget, use their best endeavours to meet the requirements of their pupils who have special educational needs within the available resources. Where this has not occurred, the Authority will have the power to suspend delegation (the situation would have to be of a serious nature before the Authority could invoke these powers). Any school that disputed the removal of its delegated budget shall in the first instance discuss their concerns with the S151 Officer and the Assistant Executive Director – Education. Where the dispute cannot be resolved, the school may present their case to the Executive Member (Learning, Skills and Economic Growth) who will arbitrate on the issue.

11.8 **Interest on late payments**

The terms of the Scheme cannot affect statutory requirements now introduced regarding interest on late payments.

11.9 **Whistleblowing**

The Public Interest Disclosure Act 1998 requires authorities to provide a whistle blowing facility. The procedures and safeguards available in regard to whistle blowing by school staff, Governors and members of the public are detailed in the Authority’s whistleblowing policy which can be found at [www.tameside.gov.uk/whistleblowing](http://www.tameside.gov.uk/whistleblowing)

Schools should have their own whistleblowing policy which must comply with the Authority’s policy and must be available on each school’s website.

11.10 **Child Protection**

Schools are required to make provision, where applicable, for staff to attend child protection case conferences and other related events.

11.11 **Redundancy/Early Retirement Costs**

The Education Act 2002 sets out how premature retirement and redundancy costs should normally be funded. Further guidance is provided at Appendix C.
Section 12 - Responsibilities for Repairs and Maintenance

12.1 Responsibilities of Governing Bodies
Governors in maintained schools will be responsible for all repair and maintenance costs from their delegated budgets. Illustrative examples of the split between capital and revenue expenditure in line with the DfE’s interpretation of the CIPFA Code of Practice is attached in Appendix D.

12.2 Capital Expenditure
The Authority will continue to delegate all revenue funding for repairs and maintenance to schools as part of the School Budget Share. All schools are required to fund capital expenditure to a de minimis limit of £10,000 and a request can be made to the Authority for sums in excess of £10,000.

Only capital expenditure is to be retained by the Authority. Schools are also in receipt of devolved capital to carry out work that can be defined as capital.

Illustrative examples of capital expenditure items in line with the DfE’s interpretation of the CIPFA code of practice are included at Appendix D.

12.3 Voluntary Aided Schools
For voluntary aided schools, the liability of the Authority for repairs and maintenance (met by delegation of funds through the budget share) is the same as for other maintained schools, and no separate list of responsibilities is necessary for such schools. Eligibility for capital grant from the Secretary of State for capital works at voluntary aided schools depends on the de minimis limit applied by DfE to categorise such work. For Voluntary Aided schools, all repairs and maintenance up to £2,000 (excluding fees and VAT) should be paid from the delegated budget. The exceptions to this are playing fields and changing rooms, which remain the responsibility of the Authority. The boundaries of playing fields however are the responsibility of the Governors.
Section 13 - Community Facilities

13.1 Introduction
Schools which choose to exercise the power conferred by s.27 (1) of the Education Act 2002 to provide community facilities will be subject to a range of controls. First, regulations made under s.28 (2), if made, can specify activities which may not be undertaken at all under the main enabling power. Secondly, the school is obliged to consult the Authority and have regard to advice from the Authority. Thirdly, the Secretary of State issues guidance to Governing Bodies about a range of issues connected with exercise of the power, and a school must have regard to that.

However, under s.28(1), the main limitations and restrictions on the power will be those contained in the Authority’s Scheme for Financing Schools made under section 48 of the School Standards and Framework Act 1998 as amended by paragraph 2 of Schedule 3 to the Education Act 2002. This amendment extended the coverage of schemes to include the exercise of the powers of Governing Bodies to provide community facilities.

Schools are therefore subject to prohibitions, restrictions and limitations in the Scheme for Financing Schools.

This part of the Scheme does not extend to joint-use agreements; transfer of control agreements, or agreements between the Authority and schools to secure the provision of adult and community learning.

13.2 Suspension of Delegation
Under the legislation described above, mismanagement of community facilities funds can be grounds for suspension of the right to a delegated budget.

13.3 Consultation with the Authority
Section 28(4) of the Education Act 2002 requires that before exercising the community facilities power, Governing Bodies must consult the Authority, and have regard to advice given to them by the Authority.

Accordingly, schools shall be required to submit all appropriate information at a time and in a manner requested by the Authority prior to exercising their community facilities power.

The Authority will then advise schools of their position and reasoning within a reasonable time of this submission.

The Authority will not levy a charge for this advice.

13.4 Funding Agreements
The provision of community facilities in many schools may be dependent on the conclusion of a funding agreement with a third party which will either be supplying funding or supplying funding and taking part in the provision. A very wide range of bodies and organisations are potentially involved.

The Authority requires that schools give adequate notice of any proposed agreement involving third party funding and that the full details be submitted to the Authority for its comments. The Authority shall advise the school but shall not then have the right of veto if the school chooses to act contrary to this advice.

However, if a funding agreement is entered into against the wishes of the Authority, which in the view of the Authority is seriously prejudicial to the interests of the school or the Authority, that may
constitute grounds for suspension of the right to a delegated budget.

The Authority shall require the Governing Body of a school entering into such agreements to make adequate arrangements to protect the financial interests of the Authority. The Authority will give advice as to any necessary arrangements, which may involve either carrying out the activity concerned through the vehicle of a limited company formed for the purpose, or by obtaining indemnity insurance for risks associated with the project in question, available to such schools.

13.5 Other prohibitions, restrictions and limitations
At this time the Authority does not intend to introduce any further prohibitions, restrictions or limitations over and above those contained in the main scheme. The Authority does however reserve the right to introduce additional prohibitions, restrictions and limitations in the future, should the need arise.

13.6 Supply of Financial Information
Schools which exercise the community facility power may be requested to provide financial information to the Authority from time to time. Where requested, the information provided should include the income and expenditure for the school arising from the facilities in question for the previous six months and on an estimated basis, for the next six months. Financial information will not be requested any more frequently than every six months, subject to section 13.6.1 below.

13.6.1 Cause for Concern
If the Authority believes there to be cause for concern as to the school’s management of the financial consequences of the exercise of the community facilities power, it shall give notice to the school that it requires such financial statements to be supplied every three months and, if the Authority sees fit, to require the submission of a recovery plan for the activity in question.

13.7 Audit
The Authority requires that schools grant access to the school’s records connected with exercise of the community facilities power to appropriate officers in order to facilitate internal and external audit of relevant income and expenditure.

This provision applies equally to the records and other property of third parties, as detailed above, held on the school premises, or held elsewhere insofar as they relate to the activity in question, in order for the Authority to satisfy itself as to the propriety of expenditure on the facilities in question.

13.8 Treatment of Income and Surpluses
Schools shall retain all net income derived from community facilities except where otherwise agreed with a funding provider, whether that is the Authority or some other person.

Schools shall be allowed to carry any such retained net income over from one financial year to the next as a separate community facilities surplus.

13.9 Health and Safety
The Authority requires the same level of regard to be paid to health and safety in relation to community facilities as detailed in section 11.5 above.

The school shall be held responsible for obtaining Disclosure and Barring Service (DBS) clearances for staff and Governors and for ensuring that the clearances are current. The Governing Body shall be held responsible for securing DBS clearance for all adults involved in community activities taking place during the school day. Costs of such clearance can be passed on to a funding partner as part of an agreement with that partner.
13.10 Insurance

It is the responsibility of the Governing Body to ensure adequate arrangements are made for insurance against risks arising from the exercise of the community facilities power, taking professional advice as necessary. The school should seek the Authority’s advice before finalising any insurance arrangement for community facilities.

The Authority retains the right to undertake its own assessment of the insurance arrangements made by a school in respect of community facilities, and if it judges those arrangements to be inadequate, to make arrangements itself and charge the resultant cost to the school. Such a provision is necessary in order for the authority to protect itself against possible third party claims.

13.11 Taxation

13.11.1 VAT

Schools should seek the advice of the Authority and the local HM Revenue & Customs office on any issues relating to the possible imposition of Value Added Tax on expenditure in connection with community facilities, including the use of the Local Authority VAT reclaim facility.

13.11.2 Income Tax and National Insurance

Schools should be aware that if any member of staff employed by the school or Authority in connection with community facilities at the school is paid from funds held in a school’s own bank account (whether a separate account is used for community facilities or not), the school is likely to be held liable for payment of Income Tax and National Insurance, in line with HM Revenue and Customs rules.

13.11.3 CIS

The Authority requires that schools follow Authority advice in relation to the Construction Industry Scheme where this is relevant to the exercise of the community facilities power.

13.12 Banking

The Authority requires that the school can either maintain separate bank accounts for budget share and community facilities or include the expenditure within their budget share but account for the income and expenditure on an identifiable basis (e.g. a separate cost centre and appropriate ledger codes) to enable regular reporting on community facilities.

Any new accounts that a school may set up for community facilities must be in line with section 3.5 above.

13.12.1 Loans

Schools are not permitted to borrow money for community facilities without the written permission of the Secretary of State. This requirement does not extend to monies lent to schools by the Authority.
### Appendix A - List of Tameside Schools covered by the scheme

<table>
<thead>
<tr>
<th>DfE Number</th>
<th>School Name</th>
<th>Type of School</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001</td>
<td>Greenfield Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2004</td>
<td>Hollingworth Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2005</td>
<td>Oakfield Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2006</td>
<td>Pinfold Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2008</td>
<td>Flowery Field Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2011</td>
<td>Arundale Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2018</td>
<td>Gorse Hall Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2019</td>
<td>Stalyhill Junior School</td>
<td>Community School</td>
</tr>
<tr>
<td>2020</td>
<td>Arlies Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2021</td>
<td>Buckton Vale Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2024</td>
<td>Lyndhurst Community Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2025</td>
<td>Broadbent Fold Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2026</td>
<td>Wildbank Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2027</td>
<td>Millbrook Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2032</td>
<td>Bradley Green Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2033</td>
<td>Dowson Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2034</td>
<td>Godley Primary School</td>
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<tr>
<td>2037</td>
<td>The Heys Primary School</td>
<td>Community School</td>
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<tr>
<td>2039</td>
<td>Audenshaw Primary School</td>
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<tr>
<td>2040</td>
<td>Poplar Street Primary School</td>
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</tr>
<tr>
<td>2042</td>
<td>Russell Scott Primary School</td>
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<tr>
<td>2045</td>
<td>Fairfield Road Primary School</td>
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<tr>
<td>2049</td>
<td>Moorside Primary School</td>
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<tr>
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<td>Livingstone Primary School</td>
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<tr>
<td>2053</td>
<td>Waterloo Primary School</td>
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<tr>
<td>2055</td>
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<tr>
<td>2056</td>
<td>St. Anne's Primary School</td>
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<td>Corrie Primary School</td>
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<td>2063</td>
<td>Holden Clough Community Primary School</td>
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<td>2064</td>
<td>Dane Bank Primary School</td>
<td>Community School</td>
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<td>2066</td>
<td>Greenside Primary School</td>
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<tr>
<td>2068</td>
<td>Greswell Primary School</td>
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<td>2069</td>
<td>Manor Green Primary School</td>
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<tr>
<td>2073</td>
<td>Stalyhill Infant School</td>
<td>Community School</td>
</tr>
<tr>
<td>2077</td>
<td>Yew Tree Community Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2078</td>
<td>Broadoak Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2079</td>
<td>Leigh Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td>2080</td>
<td>Rosehill Community Methodist School</td>
<td>Voluntary Controlled School</td>
</tr>
<tr>
<td>2081</td>
<td>Ravensfield Primary School</td>
<td>Community School</td>
</tr>
<tr>
<td></td>
<td>School Name</td>
<td>Type</td>
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<tr>
<td>---</td>
<td>-------------------------------------------------</td>
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<tr>
<td>3000</td>
<td>Gee Cross Holy Trinity C of E Primary School</td>
<td>Voluntary Controlled School</td>
</tr>
<tr>
<td>3001</td>
<td>Broadbottom Primary C of E School</td>
<td>Voluntary Controlled School</td>
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<tr>
<td>3003</td>
<td>St. John's C of E Primary School</td>
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<tr>
<td>3019</td>
<td>Hurst Knoll St James’ C of E Primary School</td>
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<tr>
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<td>Parochial C of E Primary School</td>
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</tr>
<tr>
<td>3022</td>
<td>St. James C of E Primary School</td>
<td>Voluntary Controlled School</td>
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<tr>
<td>3025</td>
<td>St. Paul's C of E Primary School</td>
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</tr>
<tr>
<td>3026</td>
<td>Milton St. John’s C of E Primary School</td>
<td>Voluntary Controlled School</td>
</tr>
<tr>
<td>3027</td>
<td>Micklehurst All Saints C of E Primary School</td>
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<td>St. George's C of E Primary School</td>
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<tr>
<td>3303</td>
<td>Mottram C of E Primary School</td>
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<tr>
<td>3304</td>
<td>St. Paul's Catholic Primary School</td>
<td>Voluntary Aided School</td>
</tr>
<tr>
<td>3305</td>
<td>St. James' Catholic Primary School</td>
<td>Voluntary Aided School</td>
</tr>
<tr>
<td>3308</td>
<td>St. Mary's Catholic Primary School</td>
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<tr>
<td>3309</td>
<td>St. Peter's Catholic Primary School</td>
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<tr>
<td>3310</td>
<td>St. Raphael's Catholic Primary School</td>
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<tr>
<td>3311</td>
<td>Canon Johnson C of E Primary School</td>
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</tr>
<tr>
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<td>Holy Trinity C of E Primary School</td>
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<td>St. Peter's C of E Primary School</td>
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</tr>
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<td>St. Stephen's C of E Primary School</td>
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<td>Canon Burrows C of E Primary School</td>
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<td>St. Stephen's Catholic Primary School</td>
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</tr>
<tr>
<td>3326</td>
<td>St. Christopher's Catholic Primary School</td>
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<td>3327</td>
<td>St. Anne's Catholic Primary School</td>
<td>Voluntary Aided School</td>
</tr>
<tr>
<td>3331</td>
<td>Our Lady of Mount Carmel Catholic Primary School</td>
<td>Voluntary Aided School</td>
</tr>
<tr>
<td>4006</td>
<td>Alder Community High</td>
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</tr>
<tr>
<td>4018</td>
<td>Mossley Hollins High School</td>
<td>Community School</td>
</tr>
<tr>
<td>4023</td>
<td>Longdendale High School</td>
<td>Community School</td>
</tr>
<tr>
<td>4025</td>
<td>Hyde Technology School</td>
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</tr>
<tr>
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<td>Astley High School</td>
<td>Community School</td>
</tr>
<tr>
<td>4028</td>
<td>Denton Community College</td>
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</tr>
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<td>St. Damian's Catholic High School</td>
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<td>St. Thomas More Catholic High School</td>
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</tr>
<tr>
<td></td>
<td>School Name</td>
<td>Type</td>
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</tr>
<tr>
<td>7002</td>
<td>Thomas Ashton School</td>
<td>Special School</td>
</tr>
<tr>
<td>7005</td>
<td>Cromwell School</td>
<td>Special School</td>
</tr>
<tr>
<td>7006</td>
<td>Samuel Laycock School</td>
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</tr>
<tr>
<td>7009</td>
<td>Oakdale School</td>
<td>Special School</td>
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</table>
### Appendix B - Inventory of Assets over £1,000

<table>
<thead>
<tr>
<th>Asset No.</th>
<th>Asset Name</th>
<th>Asset Description</th>
<th>Location</th>
<th>Serial No.</th>
<th>Date of Purchase</th>
<th>Purchase Cost</th>
<th>Funding Source</th>
<th>Responsibility</th>
<th>Disposal Date</th>
<th>Date of Governors approval for disposal</th>
<th>Disposal proceeds</th>
</tr>
</thead>
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<tr>
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</tr>
</tbody>
</table>

**Notes:**

All Assets with a value of over £1,000 should be recorded on this form.

Disposal of any high value assets should be approved by Governors and minuted, the approval date should be recorded on this form.

The disposal of some assets may lead to clawback of funding depending on the source of funding of the purchase of the asset, for example, assets purchased with grant funding.

This form could also be used to record desirable assets with a value of less than £1,000.
Appendix C: Responsibility for redundancy and early retirement costs

This guidance note summarises the position relating to the charging of voluntary early retirement and redundancy costs. It sets out what is specified in legislation and provides some examples of when it might be appropriate to charge an individual school's budget, the central Schools Budget or the local authority's non-schools budget.

Section 37 of the 2002 Education Act says:

(4) costs incurred by the local education authority in respect of any premature retirement of a member of the staff of a maintained school shall be met from the school's budget share for one or more financial years except in so far as the authority agree with the governing body in writing (whether before or after the retirement occurs) that they shall not be so met.

(5) costs incurred by the local education authority in respect of the dismissal, or for the purpose of securing the resignation, of any member of the staff of a maintained school shall not be met from the school's budget share for any financial year except in so far as the authority have good reason for deducting those costs, or any part of those costs, from that share.

(6) The fact that the authority have a policy precluding dismissal of their employees by reason of redundancy is not to be regarded as a good reason for the purposes of subsection (5); and in this subsection the reference to dismissal by reason of redundancy shall be read in accordance with section 139 of the Employment Rights Act 1996 (c. 18).

The default position, therefore, is that premature retirement costs must be charged to the school's delegated budget, while redundancy costs must be charged to the local authority's budget. In the former case, the local authority has to agree otherwise for costs to be centrally funded, while in the latter case, there has to be a good reason for it not to be centrally funded, and that cannot include having a no redundancy policy. Ultimately, it would be for the courts to decide what was a good reason, but the examples set out below indicate the situations in which exceptions to the default position might be taken.

Charge of dismissal/resignation costs to delegated school budget:

• If a school has decided to offer more generous terms than the authority's policy, then it would be reasonable to charge the excess to the school

• If a school is otherwise acting outside the local authority's policy

• Where the school is making staffing reductions which the local authority does not believe are necessary to either set a balanced budget or meet the conditions of a licensed deficit

• Where staffing reductions arise from a deficit caused by factors within the school's control

• Where the school has excess surplus balances and no agreed plan to use these

• Where a school has refused to engage with the local authority's redeployment policy

Charge of premature retirement costs to local authority non-schools budget:
• Where a school has a long-term reduction in pupil numbers and charging such costs to their budget would impact on standards

• Where a school is closing, does not have sufficient balances to cover the costs and where the central Schools Budget does not have capacity to absorb the deficit

• Where charging such costs to the school’s budget would prevent the school from complying with a requirement to recover a licensed deficit within the agreed timescale

• Where a school is in special measures, does not have excess balances and employment of the relevant staff is being/has been terminated as a result of local authority or government intervention to improve standards

Costs of early retirements or redundancies may only be charged to the central part of the Schools Budget where the expenditure is to be incurred as a result of decisions made before 1st April 2013. Costs may not exceed the amount budgeted in the previous financial year.

It is important that the local authority discusses its policy with its Schools Forum. Although each case should be considered on its merits, this should be within an agreed framework. It may be reasonable to share costs in some cases, and some authorities operate a panel to adjudicate on applications.

A de-delegated contingency could be provided, if Schools Forum agree, to support individual schools where “a governing body has incurred expenditure which it would be unreasonable to expect them to meet from the school’s budget share”.

For staff employed under the community facilities power, the default position is that any costs must be met by the governing body, and can be funded from the school’s delegated budget if the governing body is satisfied that this will not interfere to a significant extent with the performance of any duties imposed on them by the Education Acts, including the requirement to conduct the school with a view to promoting high standards of educational achievement. Section 37 now states:

(7) Where a local education authority incur costs—

(a) in respect of any premature retirement of any member of the staff of a maintained school who is employed for community purposes, or

(b) in respect of the dismissal, or for the purpose of securing the resignation, of any member of the staff of a maintained school who is employed for those purposes,

they shall recover those costs from the governing body except in so far as the authority agree with the governing body in writing (whether before or after the retirement, dismissal or resignation occurs) that they shall not be so recoverable.

(7A) Any amount payable by virtue of subsection (7) by the governing body of a maintained school in England to the local authority may be met by the governing body out of the school’s budget share for any funding period if and to the extent that the condition in subsection 7(B) is met.

(7B) The condition is that the governing body are satisfied that meeting the amount out of the school’s budget share will not to a significant extent interfere with the performance of any duty imposed on them by section 21(2) or by any other provision of the education Acts.
(8) Where a person is employed partly for community purposes and partly for other purposes, any payment or costs in respect of that person is to be apportioned between the two purposes; and the preceding provisions of this section shall apply separately to each part of the payment or costs.
### Appendix D - Responsibility for Repairs and Maintenance

**ILLUSTRATIVE EXAMPLES IN LINE WITH DfE INTERPRETATION OF THE CIPFA CODE OF PRACTICE**

<table>
<thead>
<tr>
<th>ELEMENT (Including Devolved)</th>
<th>(Budget Share) REVENUE: REPAIRS &amp; MAINTENANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Roofs</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Flat</strong></td>
<td></td>
</tr>
<tr>
<td>Structure, New (Not replacement) structure.</td>
<td>Repair/Replacement of small parts of an existing structure</td>
</tr>
<tr>
<td>Structure. Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of the structure.</td>
<td>Replace small areas of rotten or defective timber; make good minor areas of spalling concrete where reinforcing bars exposed.</td>
</tr>
<tr>
<td>Screed/insulation. Replacement/repair of substantially all. Improve effectiveness of insulation.</td>
<td>Work to improve insulation standards, during work to repair/replace small areas of roof.</td>
</tr>
<tr>
<td>Finish on new build. Replacement of all/substantially all on existing roof.</td>
<td>Replacement of roof finish on existing building.</td>
</tr>
<tr>
<td>Edge Trim/Fascia on new build. Edge Trim/Fascia, Replacement of all/substantially all on existing roof.</td>
<td>Recoating chippings to improve life expectancy.</td>
</tr>
<tr>
<td>Drainage on new build.</td>
<td>Repairs/replacement. (uPVC) Repainting.</td>
</tr>
<tr>
<td>Insulation in a new building.</td>
<td>Repairs/replacement. (uPVC) Repainting.</td>
</tr>
<tr>
<td>Insulation.</td>
<td>Clearing out gutters and downpipes.</td>
</tr>
<tr>
<td>Replacement/repair/repainting of individual gutters/roads.</td>
<td>Replacement/repair/repainting of individual gutters/roads.</td>
</tr>
<tr>
<td>Repair/Replacement/cleaning of individual items.</td>
<td></td>
</tr>
<tr>
<td>Other e.g. Flashings, Rooflights on new build. Replacement of all/substantially all on existing roof.</td>
<td></td>
</tr>
<tr>
<td><strong>Pitched</strong></td>
<td></td>
</tr>
<tr>
<td>Structure. New (not replacement) structure.</td>
<td>Repair/Replacement of small parts of an existing structure.</td>
</tr>
<tr>
<td>Structure. Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of the structure.</td>
<td>Repair/Replacement of small areas of rotten/defective joists, rafters, purlins etc. Not complete trusses.</td>
</tr>
<tr>
<td>Insulation in a new building.</td>
<td>Repair/replacement/increasing thickness</td>
</tr>
<tr>
<td>ELEMENT</td>
<td>(Including Devolved) Capital: AS CIPFA CODE OF PRACTICE</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>building/extension. Replacement/repair of substantially all. Improve insulation to current standards.</td>
<td>of insulation in an existing roof.</td>
</tr>
<tr>
<td>Roof finish in a new building/extension, replacement of all/substantially all on existing roof.</td>
<td>Replace missing damaged small parts.</td>
</tr>
<tr>
<td>Bargeboards/Fascias in a new building/extension, replacement of all/substantially all on existing roof.</td>
<td>Repairs/replacement/repainting.</td>
</tr>
<tr>
<td>Other e.g. Flashings, roof windows in a new building/extension, replacement of all/substantially all on existing roof.</td>
<td>Repair/replacement/cleaning.</td>
</tr>
<tr>
<td>Other</td>
<td>Provide new covered link etc., between existing buildings.</td>
</tr>
<tr>
<td>Rebuild or substantially repair structure of existing covered link. Add porch etc., to existing building. Rebuild or substantially repair structure of existing porch.</td>
<td>Minor repairs, maintenance to existing structure.</td>
</tr>
</tbody>
</table>

**Floors**

<table>
<thead>
<tr>
<th>Ground Floor</th>
<th>Structure and DPC in new building. Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of the structure.</th>
<th>Repair/replacement of small parts of an existing structure.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screed and finish in new build, replacement of all/substantially all of an existing floor – e.g. replacement of most carpets/tiles in a room.</td>
<td>Replacement and repair of screed and finishes. Replacement of mats/matwells. Maintenance e.g. re-varnishing wooden floors.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Upper Floor</th>
<th>Structure – as ground floor</th>
<th>As ground floor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screed and Finish – as ground floor.</td>
<td>Repairs of finishes/Replacement as ground floor.</td>
<td></td>
</tr>
<tr>
<td>ELEMENT</td>
<td>(Including Devolved) Capital: AS CIPFA CODE OF PRACTICE</td>
<td>(Budget Share) REVENUE: REPAIRS &amp; MAINTENANCE</td>
</tr>
<tr>
<td>----------</td>
<td>----------------------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td><strong>Ceilings</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Top/Only Storey</strong></td>
<td>Suspension</td>
<td>Repair/Replacement including from water damage, and necessary decoration.</td>
</tr>
<tr>
<td></td>
<td>Membrane Fixed</td>
<td>Repair/replacement including from water damage.</td>
</tr>
<tr>
<td></td>
<td>Access panels</td>
<td>Repair/replacement</td>
</tr>
<tr>
<td><strong>Lower Storeys</strong></td>
<td>Suspension</td>
<td>Repair/replacement</td>
</tr>
<tr>
<td></td>
<td>Membrane Fixed</td>
<td>Repair/replacement</td>
</tr>
<tr>
<td><strong>All</strong></td>
<td>Specialist removal/ replacement of damaged/ disturbed asbestos based materials, planned or emergency (unless the works are instigated by the school)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inspection/air testing. Applying sealant coats to asbestos surfaces for protection.</td>
<td></td>
</tr>
<tr>
<td><strong>External Walls</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Masonry/cladding</strong></td>
<td>Structure. Underpinning/ propping for new build.</td>
<td>Repairs. Preventative measures e.g. tree removal.</td>
</tr>
<tr>
<td></td>
<td>External finish on new build.</td>
<td>Repair/replacement of small parts of an existing structure, e.g. repointing/recladding a portion of a wall where failure has occurred.</td>
</tr>
<tr>
<td></td>
<td>External finish on existing building where needed to prevent imminent or correct actual major failure of the structure, e.g. repointing/recladding work affecting most of a building/ replacement build.</td>
<td></td>
</tr>
<tr>
<td><strong>Windows &amp; Doors</strong></td>
<td>Framing new build.</td>
<td>Repair/replacement of individual frames. Repainting frames.</td>
</tr>
<tr>
<td></td>
<td>Framing structural replacement programme.</td>
<td>Repair/replacement of individual windows. Repainting frames.</td>
</tr>
<tr>
<td></td>
<td>Glazing – New build.</td>
<td>Replace broken glass</td>
</tr>
<tr>
<td></td>
<td>Glazing – Upgrading existing glazing.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ironmongery – Improved Security.</td>
<td>Repair/replacement, upgrading locks etc.</td>
</tr>
<tr>
<td></td>
<td>Jointing including mastic joints.</td>
<td>Internal and external decoration to include cleaning down and preparation.</td>
</tr>
<tr>
<td>ELEMENT</td>
<td>(Including Devolved) Capital: AS CIPFA CODE OF PRACTICE</td>
<td>(Budget Share) REVENUE: REPAIRS &amp; MAINTENANCE</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Masonry Chimneys</td>
<td>Internal and external decorations to new build.</td>
<td>Repair/re-pointing.</td>
</tr>
<tr>
<td></td>
<td>Structure.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jointing including expansion and mortar joints/pointing/DPC</td>
<td></td>
</tr>
<tr>
<td>Internal Walls</td>
<td>Internal and external decorations to new build.</td>
<td>Repair/re-pointing.</td>
</tr>
<tr>
<td>Solid</td>
<td>Complete including various internal finishes, linings and decorations.</td>
<td>Repairs and redecoration to internal plaster/linings, tiles, pin boards etc.</td>
</tr>
<tr>
<td></td>
<td>Refurbishment and alterations.</td>
<td>Minor alterations.</td>
</tr>
<tr>
<td>Partitions</td>
<td>Complete structure including linings, framing, glazing, decoration etc.</td>
<td>Repairs and redecoration.</td>
</tr>
<tr>
<td></td>
<td>Refurbishment and alterations.</td>
<td>Minor alterations.</td>
</tr>
<tr>
<td>Doors &amp; Screens</td>
<td>Framing/screens/doors to new buildings including glazing, ironmongery, jointing and internal decorations.</td>
<td>Internal maintenance and redecoration.</td>
</tr>
<tr>
<td>All</td>
<td>Glazing to meet statutory Health &amp; Safety requirements.</td>
<td>Replacement of broken glass.</td>
</tr>
</tbody>
</table>

**Sanitary Services**

<p>| Lavatories      | In new buildings – provision of all toilet fittings, waste plumbing and internal drainage.                            | Repair/replacement of damaged sanitary ware, fittings, waste plumbing etc.                                |
|                 | Large scale toilet refurbishment.                                                                                   | Small areas of refurbishment.                                                                             |
|                 | Provision of disabled facilities and specialist facilities related to pupils with statements.                      | Repair/replacement of damaged fittings, waste plumbing etc.                                              |
| Kitchens        | Kitchens in new buildings, complete with fittings, equipment, waste plumbing and internal drainage.                | Maintain kitchen to requirements of LA.                                                                  |
|                 | Internal finishes and decorations.                                                                                  | Cleaning out drainage systems.                                                                            |
|                 | General refurbishment.                                                                                              | Redecoration.                                                                                            |
|                 | Large and costly items of equipment.                                                                                | Repairs.                                                                                                  |
|                 | Repair/replacement parts.                                                                                           |                                                                                                             |</p>
<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>(Including Devolved) Capital: AS CIPFA CODE OF PRACTICE</th>
<th>(Budget Share) REVENUE: REPAIRS &amp; MAINTENANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mechanical Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heating/Hot Water</td>
<td>Complete heating and hot water systems to new projects, including fuel, storage, controls, distribution, flues etc.</td>
<td>General maintenance of all boiler house plant including replacement of defective parts. Regular cleaning. Energy saving projects.</td>
</tr>
<tr>
<td></td>
<td>Planned replacement of old boiler/controls systems past the end of their useful life. Emergency replacement of boiler plant systems.</td>
<td>Replacement of defective parts.</td>
</tr>
<tr>
<td>Cold Water</td>
<td>Provision of cold water services, storage tanks, distribution, boosters, hose reels etc., in major projects.</td>
<td>Maintenance and Repair/replacement of defective parts such as servicing pipes. Annual servicing of cold water tanks.</td>
</tr>
<tr>
<td>Gas</td>
<td>Distribution of new and major refurbishments, terminal units.</td>
<td>Repairs, maintenance and gas safety. All servicing.</td>
</tr>
<tr>
<td>Ventilation</td>
<td>Mechanical ventilation/air conditioning to major projects.</td>
<td>Provision of local ventilation. Repair/replacement of defective systems and units.</td>
</tr>
<tr>
<td>Other</td>
<td>Swimming pool plant and its complete installation, including heat recovery systems.</td>
<td>Repair/replacement of parts to plant, pumps and controls. Water treatment equipment and all distribution pipework. Simple heat recovery systems. Solar heating plant and equipment.</td>
</tr>
<tr>
<td><strong>Electrical Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>Main switchgear and distribution in major projects.</td>
<td>Testing/replacement of distribution boards. The repair and maintenance of all switchgear and interconnecting cables including that in temporary buildings.</td>
</tr>
<tr>
<td></td>
<td>Replacement of obsolete and dangerous wiring systems, including distribution boards.</td>
<td>All testing, earthing and bonding to meet Health &amp; Safety. All servicing.</td>
</tr>
<tr>
<td>Power</td>
<td>Control gear, distribution, fixed equipment, protection etc.</td>
<td>All testing, repair and replacement of small items of equipment.</td>
</tr>
<tr>
<td></td>
<td>Provision of luminaries and emergency.</td>
<td>Replacement of luminaries, all testing, adjustments and improvements to emergency.</td>
</tr>
<tr>
<td>Other</td>
<td>Lightning protection in new build.</td>
<td>Repair/replacement.</td>
</tr>
<tr>
<td>ELEMENT</td>
<td>(Including Devolved) Capital: AS CIPFA CODE OF PRACTICE</td>
<td>(Budget Share) REVENUE: REPAIRS &amp; MAINTENANCE</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Alarm systems, CCTV, lifts/hoists etc.</td>
<td>Repair/replacement.</td>
</tr>
<tr>
<td></td>
<td>New installation of communication systems, radio/TV,叫, telephone, data transmission, IT etc., and provision in new build.</td>
<td>Repair/replacement/ Maintenance, including all door access systems.</td>
</tr>
<tr>
<td><strong>External Works</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pavings</strong></td>
<td>Provision of new roads, car parks, paths, court, terraces, play pitches, steps and handrails, as part of major project, including disabled access.</td>
<td>Maintenance and repair. Car park and playground markings.</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>Provision of walls, fencing, gates and ancillary buildings as part of major project.</td>
<td>Maintenance and repair of all perimeter/boundary/retaining walls, fencing and gates.</td>
</tr>
<tr>
<td><strong>Drainage</strong></td>
<td>Drains, soakaways, inspection chambers and sewage plant as part of major project.</td>
<td>Maintenance and repair of drains, gullies, grease traps and manholes between buildings and main sewers. Cleaning of the above and unblocking as necessary.</td>
</tr>
<tr>
<td><strong>Open Air Pools</strong></td>
<td>Structure, Hygiene/safety in new build.</td>
<td>Hygiene, cleaning, maintenance and repairs, including replacement parts. Simple energy saving systems.</td>
</tr>
<tr>
<td><strong>Service Distribution</strong></td>
<td>Heating mains/gas mains/water mains/electricity mains - renewal of any above.</td>
<td>Annual servicing.</td>
</tr>
</tbody>
</table>