

MILLTHORPE SCHOOL

SCHEME OF DELEGATION TO THE HEADTEACHER

The Headteacher shall have delegated power to undertake all functions delegated to the Governing Body under the Education Reform Act 1988 pursuant to the LMS Scheme except that:

1. The Headteacher shall comply with all policy directions given to him from time to time by the Governing Body.
2. The Headteacher shall have the authority to expend all monies allocated to specific items in the approved budget.
3. Where no such specific item exists in the budget The Headteacher shall not enter into any financial commitment in excess of 0.5% of the delegated budget or £50000 whichever is the lesser, without the consent of the Finance Committee or, in the case of an urgent matter, the Chair thereof.
4. The above delegation shall not apply in respect of the appointment of staff. It shall be for the Governing Body to determine from time to time the extent of the power of the Headteacher to deal with staffing matter.
5. The Headteacher shall not transfer from one budget head to another any sum exceeding 0.5% of the delegated budget or £50000 whichever is the lesser, without the consent of the Finance Committee or, in the case of an urgent matter, the Chair thereof.
6. The Headteacher shall report to the Finance Committee's meetings and annually to the Governing Body or on such further occasions as the Governing Body may specify, a report on all expenditure incurred and commitments entered into, together with detail of any income generated, since the last such report to the Finance Committee, this report to include a comparison of these latest figures with the school's budget for the year.
7. The Headteacher shall report to the Finance Committee any proposals for expenditure on new or materially different projects, including estimates of their costs in the current and future years, so that the Committee's comments can be included if/when the proposals are made to the Governing Body.
8. The Headteacher shall have the power to nominate a Deputy Headteacher or another named (senior) member of staff to exercise the powers of this delegation during any period of absence.
9. **The Headteacher and any other person nominated under Regulation 8 above shall ensure that at all time the Financial Regulations and Standing Orders relatin**