

# Ysgol Bryn Gwalia



## Scheme for Financing Schools

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|--|-------------------|
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| <b>Date Adopted by Governing Body</b>                | September 2026    |
| <b>Head Teacher – Mrs Lorraine Dalton</b>            | <i>L Dalton</i>   |
| <b>Chair of Governors – Mrs Janiene Davies</b>       | <i>J E Davies</i> |

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## **SECTION 1 : INTRODUCTION TO THE SCHEME**

### **1.1 The Role of the Scheme**

- 1.1.1 Flintshire County Council's Scheme for Financing Schools ("the Scheme") defines the financial relationship between Flintshire County Council (the Authority) and its maintained schools. The Scheme details the financial management arrangements to which the Authority and its schools are required to adhere. The Scheme must be considered in conjunction with education policy and guidance documents, including Flintshire County Council's Schools Financial Procedures.
- 1.1.2 The framework for this Scheme is based on legislative provisions contained in sections 45-53 of the School Standards and Framework Act, 1998 (SSAF Act) and as further detailed in The School Funding (Wales) Regulations 2010.
- 1.1.3 The Authority may suspend a school's right to a delegated budget if the provisions of the Scheme for Financing Schools (or rules applied by the scheme) have been substantially or persistently breached, or if the budget share has not been managed satisfactorily. The right to a delegated budget may also be suspended for other reasons relating to management and governance of the school. A school's right to a delegated budget share is suspended in accordance with s.17 of the Schools Standard & Framework Act 1998, there is no right of appeal.
- 1.1.4 After each financial year the Authority will publish a statement showing out-turn expenditure at central level and for each school, and the balances held in respect of each school. The detailed publication requirements for financial statements and for schemes are set out in s52 Schools Standard & Framework Act 1998.

### **1.2 Application of the Scheme to the Authority and Maintained Schools**

- 1.2.1 This scheme applies to all maintained schools in Flintshire. The names of these schools as at 1 September 2016 are listed in Annex 1. The Scheme does not apply to Pupil Referral Units as these units do not have delegated budgets.
- 1.2.2 Where the Flintshire County Council Schools Financial Procedures or Financial Procedure Rules conflict with the Scheme, it is the Scheme that prevails. The Schools Financial Procedures are intended to help schools secure best practice and form part of the expected internal arrangements. Governing bodies are required to comply with the Schools Financial Procedures and to bring them to the attention of all staff within the school.

### **1.3 Publication of the Scheme**

- 1.3.1 The current version of the Scheme is made available on the Flintshire Authority website and on Hwb. Schools will be advised by bulletin of any changes to the Scheme.

#### **1.4 Revision of the Scheme**

- 1.4.1 Any proposals for revision of the scheme will be the subject of consultation with Schools and the Schools Budget Forum, and will then require the approval of the Schools Budget Forum. If changes to the Scheme are directed by the Welsh Government schools will be advised of such changes but they will not be subject to formal consultation. The Authority has the right to appeal to the Welsh Ministers if the Schools Forum refuses to approve a proposed revision to the Scheme.

#### **1.5 Delegation of Powers to the Headteacher**

- 1.5.1 The Budget share for each school is delegated to its Governing body. The extent to which each Governing body wishes to delegate responsibility to the Headteacher for budgetary decisions, management and monitoring is the decision of the Governing body alone.

Governing Bodies must put in place a formal scheme of delegation which sets out what powers are delegated to the Headteacher and those that are reserved for the Governing Body. Approval of the scheme of delegation must be recorded in the Minutes of the Governing body meeting as well as any subsequent revisions to this decision. Minutes of Governing body meetings must be available for Internal Audit inspection.

The first formal budget plan of each financial year must be approved by the Governing body. The Headteacher's role is to support Governors in the preparation of the budget plan.

#### **1.6 Matters which must be covered by the Scheme**

- 1.6.1 The matters which must be covered by the Scheme for Financing Schools are specified in Schedule 4 of the School Finance (Wales) Regulations 2010.

#### **1.7 The Funding Framework**

- 1.7.1 The funding framework which is set out in this scheme meets the requirements of the School (Funding) Wales Regulations 2010. Schedule 1 of the School (Funding) Wales Regulations 2010 sets out the expenditure which should be met from the schools budget of the Authority

#### **1.7.2 Schools Budget**

The Authority Schools Budget consists of all expenditure as prescribed under 45A(2) Schools Standards and Framework Act 1998 and includes all expenditure on maintained Schools and the provision of education to the pupils registered at those schools. In addition expenditure on the education of pupils at independent schools, non-maintained special schools, PRU at home or at hospital, or any other arrangement for the provision of primary and secondary education, and all other expenditure on primary and secondary provision unless it is specifically excepted by the Act.

### **1.7.3 Allocation of Individual Schools**

The Individual Schools budget which is available for distribution as budget shares to schools must be calculated and notified to all schools prior to the 14 February preceding the financial year. In accordance with the School Funding regulations the Authority must allocate the entire individual Schools budget for the funding period as budget shares. However, it may retain an amount for the purpose of redeterminations or the correction of errors. Any amount not used by the end of the period will be redistributed before the end of the funding period in equal proportion to the budget share of the school.

### **1.7.4 Timing and Notification of Initial Determination of School's Budget Shares**

Before the 31 March the Authority will make an initial determination of the budget shares for each school and notify the governing body. This notification will provide a summary explanation of how the Schools budget share has been arrived at and an estimate of the Schools budget share for the following two financial years, these estimates are not binding but are provided to aid financial planning.

### **1.7.5 Formula for determination of budget shares**

A formula will be used to determine the budget shares. In relation to the formula for a funding period, the Authority will consult with the Schools Budget Forum and the governing body and headteacher of every school about any proposed changes to the factors and criteria which were taken into account, or the methods, principles and rules which were adopted.

Consultation will take place in sufficient time to allow the outcome to be taken into account in the determination of the Authority's formula and in the initial determination of the Schools' budget shares.

The Authority will inform all those consulted of the outcome of the consultation.

### **1.7.6 Budget Share Adjustments**

Where a budget share has been determined based on estimated pupil numbers for a funding period an adjustment will be done in the following funding period to take account of actual where the actual number varies.

Where a pupil is excluded the budget share will be re-determined. The method of calculating this adjustment is set out in Annex 2 and is in accordance with the rules set out in the School Funding (Wales) Regulations 2010.

#### **1.7.7 Correction of Errors**

At any time during the financial year the Authority may re-determine a school's budget share in order to correct an error. If an error is identified which will require a claw back of funding from a school the Local Authority will consider the circumstances:

Whether the Governors and Headteacher could have been reasonably expected to have identified the error.

The point at which the error is identified and the impact on a school's approved spending plan.

The timing of claw back of funding from any school will be dependent on the factors identified above and will aim to ensure that a school is not unreasonably disadvantaged.

## **SECTION 2: FINANCIAL CONTROLS**

### **2.1. Application of Financial Controls**

2.1.1 In their management of the delegated budget, Governing Bodies must abide by the Authority's requirements on financial controls and monitoring as identified in both this published scheme and in Schools Financial Procedures.

2.1.2 In practice, the systems of financial management will vary according to the size, organisation and particular needs of each school. Nevertheless, sound management arrangements need to be developed by all governing bodies of their school's income and expenditure and the use of resources. In order to achieve this objective, clear financial planning and financial control systems must be developed.

2.1.3 Each system which controls the income, expenditure, assets or liabilities of the school will require some or all of the following controls in order to deliver the general financial objectives of the school:

2.1.4 Key Controls must comprise:-

- organisation
- responsibility
- personnel
- business ethics
- segregating duties
- authorisation
- supervision
- monitoring and reporting

2.1.5 The more functions a school chooses to undertake itself, the more effective procedures it will require to ensure that all transactions are accurately recorded, reported and monitored against plans and budgets.

## **2.2 Provision of Financial Information and Reports**

2.2.1 Schools are required to provide the Authority with details of anticipated and actual expenditure and income, in a form and at times determined by the Authority

2.2.2 Provision of such financial information and reports is dependent upon whether schools choose to operate their own external bank account or choose the Authority to be the provider of Banking and Financial Services.

2.2.3 Schools which are not part of the Authority financial accounting system should provide such information on a termly basis, except for any returns required for tax or banking reconciliations.

2.2.4 This restriction to a minimum termly interval does not apply to any school in the first year of its operation or any school which the Authority considers requires more frequent submission of information because of its financial position.

2.2.5 The Authority will notify such schools in writing of this additional requirement.

2.2.6 Full details of the required reporting format and dates of submission are to be found in Schools Financial Procedures.

## **2.3 Payment of Salaries and Bills**

2.3.1 The Local Authority may offer SLAs for the payment of salaries and the procurement and payment of goods and services, according to the terms and specifications contained in the SLA. All responsibilities, administrative arrangements and designation arrangements relating to these services will be agreed with schools at the time the SLAs are agreed and signed.

2.3.2 Where schools choose to operate an external Bank account and make alternative arrangements for the payment of salaries and/or bills, the Authority's requirements are to be found in the Schools Financial Procedures.

2.3.3 For those schools providing their own payroll and payment functions, the Local Authority requires indemnification against any claim by employees or the HM Revenue & Customs. Responsibility for the completion of all payments and returns to the HM Revenue & Customs, and any other organisation where deductions have been processed, will be the responsibility of the school. The Local Authority will require monthly statements in order to provide complete information to various organisations (including the government) regarding employees costs.

#### **2.3.4 Teachers' Pensions**

The Authority is responsible for remitting pension contributions to the Teachers Pensions Agency in respect of all those schools financed in accordance with this scheme.

Any school which has payroll administration handled by an organisation other than the Authority will need to make arrangements for supplying contributions to the Authority and for enabling the Authority to have audit assurance that those contributions are correct. The Authority's requirements are to be found in the Schools Financial Procedures

### **2.4 PAYE**

2.4.1 The responsibility for having a PAYE scheme and making deductions is that of the employer; but for this purpose the employer is the 'person' paying salaries. Therefore the responsibility would be with the Authority if it was making salary payments even if the staff are for other purposes employed by the school's governing body. This is already so for most voluntary aided schools. If the school has delegated payroll administration funds but the salaries are paid from an account in the name of the Authority the responsibility for deductions will still rest with the Authority, and the payroll arrangements would need to take that into account. If a school chooses to operate an external bank account for all costs including payroll costs then it is responsible for a PAYE scheme and for making deductions.

### **2.5 National Insurance**

2.5.1 Responsibility for National Insurance (NI) contributions for employed earners lies with the employer and is administered through the PAYE system. This means that as a rule, the 'employer' or secondary contributor will be the one operating the PAYE scheme.

- 2.5.2 Liability for Class 1 contributions arises where the gross earnings paid to or for the benefit of the employee in the tax week reaches or exceeds the Lower Earnings Limit. Class 1 NI contributions are administered through the PAYE system. Where a member of staff has two employments with the same employer the earnings must be aggregated for the purposes of NI contributions, unless the Contributions Agency has agreed locally that this is impractical because they are separately calculated.

## **2.6 Control of Assets**

- 2.6.1 The Governing Body will maintain a listing of all physical assets used and owned by the school – including leased and grant funded assets. Minor assets with a value below £500 need not be included, unless the asset is of an attractive and portable nature, whose loss would have a material effect on the effective operation of the School.

The format of the inventory may be manual or electronic and must provide sufficient information to enable identification of each asset. An annual check of all items on the inventory must be carried out to verify the location, review the condition and to take action in relation to surpluses or deficiencies, annotating the inventory accordingly. Attractive and portable items such as computers, cameras must be identified with security markings as belonging to the School.

- 2.6.2 Surplus, obsolete or defective items held in stock should be disposed of at regular intervals not exceeding one year. Procedures for disposal of such stocks and equipment, including inventory items, must be by competitive quotations or auction, unless the Governors decide otherwise. Such write-offs or disposals must be reported to Governors.
- 2.6.3 When the Headteacher considers it appropriate, the stock or inventory item may be offered to other schools or Council Departments, or employees for the highest quotation received on a secret and competitive basis, or disposed of by public auction, or as scrap and disposal shall be certified in the stock records or inventory by the signature of the Headteacher or other authorised Officer. The names of Officers authorised to certify such disposals shall be recorded in the scheme of delegation.

## **2.7 Accounting Policies**

- 2.7.1 The Corporate Finance Manager is responsible for maintaining the statutory accounting records of the Authority. Schools are required to abide by accounting policies, including year-end procedures, notified by the Authority. As part of this the headteacher shall provide any information requested for the purpose of maintaining and closing the accounts. Such

information shall be provided in accordance with the timetable determined by the Corporate Finance Manager.

## **2.8 Writing off Debts**

- 2.8.1 Where sales invoices have been raised in respect of income due it may become necessary for uncollected debts to be written off. Schools operating local bank accounts are responsible for collecting their own debts and any proposed write off must be referred to the governing body for approval. It is the responsibility of the school to follow these up in order to try and secure payment. Schools must ensure that appropriate accounting adjustments are made following write-off action and keep a record of all sums written off.
- 2.8.2 Schools operating under the Authority bank accounts where debts remain uncollected after a period of 6 months the Corporate Finance Manager may after consultation with the Headteacher decide to write these off. Schools will be notified of such write offs, which will be debited to their financial accounts, and must refer these to the governing body for information.

## **2.9 Basis of Accounting**

- 2.9.1 Schools may operate internal reporting systems as they wish provided that they can still provide information in the format required by the Corporate Finance Manager. However, it is strongly recommended that such internal reporting systems incorporate records of expenditure committed but not yet incurred and income due but not yet collected (i.e. an accruals basis).
- 2.9.2 For those schools that choose to operate an external bank account, all reports required by the Authority, as identified in the Schools Financial Procedures must be **prepared** on an Accruals basis.

## **2.10 Submission of Budget Plans**

- 2.10.1 The governing body of each school financed under the provisions of this scheme must submit a budget plan to the Chief Officer (Education and Youth) by the 30th June in each financial year.

This budget plan must include a statement by the governing body indicating the assumptions that underpin it.

- 2.10.2 Schools may take full account of any estimated surplus / deficit at the previous 31st March in any such plan.
- 2.10.3 Schools with licensed deficits may be required to submit revised budget plans throughout the year at intervals not more frequent than once every three months. Such schools will also be required to submit projected budgets for future years as part of their plan for overcoming the deficit.

- 2.10.4 A school which submits an initial budget plan for the year which is not in deficit but subsequently identifies that it will have a deficit by the end of the financial year must contact the Schools Finance Team immediately in order to seek approval for a revised plan and, where necessary, a licensed deficit.
- 2.10.5 The school's formal annual budget plan must be approved by the full governing body or a committee of the governing body to which this responsibility has been delegated.
- 2.10.6 The format of the Budget Plan will be determined by the Chief Officer (Education and Youth) and may be found in the Schools Financial Procedures
- 2.10.7 For those schools that choose not to operate their own external Bank account, the Corporate Finance Manager shall provide each governing body with periodical statements of receipts and payments made under each Budget Head. Schools will be informed at the beginning of each financial year the dates such information will be available.
- 2.10.8 All schools are required to provide a re-forecast of the current year budget by the 30 November in a similar format to that required in the submission of the annual budget plan.

The financial forecast will be in a format prescribed by the Authority. This will be notified to all schools in advance of the start of each financial year.

## **2.11 Value for Money**

When submitting the annual Budget Plan, as required under Section 2.10 of this scheme, the governing body of each school must indicate the steps taken to ensure that expenditure reflects the principles of Value for Money particularly in respect of service contracts. Schools must ensure that they follow the procurement rules set out in Appendix 5 of the Schools Financial Procedures.

## **2.12 Virement**

- 2.12.1 All schools financed under the provisions of this scheme are permitted to vire freely between budget heads in their delegated budget. Such freedom to vire will not apply to any items defined as "earmarked expenditure" or grant funded.

## **2.13 Audit**

2.13.1 An internal audit examination of accounting, financial and other activities of the school shall be undertaken at such times and frequencies as the Section 151 Officer and Internal Audit Manager consider appropriate. The Section 151 Officer shall have the responsibility to review, appraise and report to the governing body, upon:

- the soundness, adequacy and application of financial and other related management controls;
- the extent of compliance with, and financial effect of, established policies, plans and procedures;
- the extent to which the Council's assets and interests are being safeguarded from losses of all kinds,
- fraud and other offences,
- waste, extravagance, poor value for money or other causes;
- the suitability and reliability of financial and other related management data developed within schools.

2.13.2 The Corporate Finance Manager and the Internal Audit Manager or authorised representative shall have the authority to without notice: -

- enter at all reasonable times into any school premises or land;
- have access to relevant records, minutes, documents and correspondence of the school;
- require and receive such explanations as are considered necessary concerning any matter under examination;
- require any employee of the school to produce cash, stores inventory or any other Council property under their control.

2.13.3 Where a governor, headteacher or any member of staff has any reason to suspect that there may be some financial irregularity, such suspicions must be reported to the Corporate Finance Manager or the Internal Audit Manager without delay so that appropriate audit investigations are commenced who will arrange for a full investigation to be conducted without notice.

Schools may also be subject to audit by the Authority's external auditors, as part of their overall audit of the Authority, and are required to co-operate with them as necessary.

#### 2.13.4 **Separate External Audits**

Although there is no requirement, where a Governing body so determines it may spend part of its delegated budget to obtain external audit certification of its accounts. This will be additional to any Authority internal or external audit requirements.

### 2.14 **Voluntary and Private School Funds**

- 2.14.1 Every governing body must ensure the safe and proper custody of any voluntary or private funds, or funds relating to trading organisations entrusted to it, and that all funds are approved firstly by the governing body and thereafter properly accounted for. It must be recognised that there is a responsibility on the part of the Local Authority to protect the interests of the donors and beneficiaries. Annual statements must be prepared in accordance with the Schools Financial Procedures and Audit Certificates must be provided to the Local Authority and respective Governing body on an annual basis.
- 2.14.2 A report must be presented to the Governing Body annually, stating the use made of such funds and the balances held. The governing body must ensure that the funds are used for the benefit of the pupils or the school.
- 2.14.3 The School ensure that they comply with the School Fund Regulations relating to the administration and control of school funds.
- 2.14.4 On NO ACCOUNT must Council income be paid into the private fund bank account initially and later transferred to the Council account – school private funds and Council funds must not be mixed.
- 2.14.5 All new funds must have a dedicated bank account.
- 2.14.6 Where Trust Funds have been established to benefit individual schools, the trustees must ensure that they fully discharge their legal responsibilities and comply with the requirements of the Charity Commission and each individual trust fund.

## **2.15 Register of Business Interests**

- 2.15.1 It is a requirement that all schools financed under the provisions of this scheme establish a Register which lists for each member of the Governing body and the Headteacher, any business interests that they or any member of their immediate family may have. For this particular purpose the term "Business Interests" will mean interests associated with a person's employment, work or living and 'immediate family' will mean father, mother, wife, husband, partner and children, which could have an association with the school.
- 2.15.2 The Governing body must ensure that the Register is up to date with formal notification of any changes to be made in writing to the person charged with the responsibility for maintaining the Register. There must be an annual review of entries within the Register and the Register must formally record this review.

2.15.3 The Register must be made available for inspection by all members of the Governing body, the staff and parents of the school.

## **2.16 Purchasing, Tendering and Contracting Processes**

2.16.1 Schools must comply with Appendix 5 Contract Procurement Rules (CPRs) as set out in the Schools Financial Procedures.

2.16.2 The purchasing of works, goods or services can be entered into by the governing body of the school without the tendering methods or quotation procedures described below if the contract is placed with a department of the Authority.

### **2.16.3 Purchases up to £10,000 (Goods, Services & Works)**

The minimum requirement is one verbal or written quotation. Where only one quote is requested, the Head teacher still has a responsibility to ensure and be able to demonstrate that value for money has been obtained.

It is acceptable to use petty cash or corporate credit cards when buying goods, services or works at this threshold limit. There is no requirement to openly advertise for quotations. There is no prescribed timescale for receiving a request for quotation.

Quotes, regardless of whether one or more has been invited, can be accepted – verbally or in writing (including email).

### **2.16.4 Purchases between £10,001 to £25,000 (Goods, Services & Works)**

At least four quotations to be requested. In the circumstance where not all suppliers respond to the request for quotation with a submission, it is acceptable to evaluate and award the contract based on whatever submissions have been made, even where there is only one submission.

Any request for quotation (RFQ) shall include as a minimum a technical specification, pricing schedule and terms and conditions.

As an alternative to selection of suppliers, the requirement may also be openly advertised on Sell2Wales website, but this is not a mandatory requirement at this level. Note that when the requirement is openly advertised in this way there is no restriction on the number of suppliers that may respond.

There is no prescribed timescale for receiving a request for quotation, but consideration should be made of the complexity of the requirement being requested and sufficient time allowed for suppliers to provide suitable bids.

The quotations must be “sealed or locked” and endorsed with the time and date of receipt and not opened until the closing time and date prescribed in the request for quotation has elapsed.

**2.16.5 Purchases between £25,001 to the OJEU threshold (Goods, Services & Works)**

All contracts valued over £25,001 shall be procured via and with the support of the Councils Corporate Procurement Unit through a full tender process. All requirements **must** be openly advertised on the Sell2Wales website

There is no prescribed timescale for receiving an invitation to tender, but consideration should be made of the complexity of the requirement being requested and sufficient time allowed for suppliers to provide suitable bids.

The [Public Contracts Regulations 2015](#) prescribe minimum time limits for submissions following advert. These vary depending on the procurement procedure being followed and whether a Prior Information Notice (PIN) has been issued but are significant and **non-negotiable**. Staff conducting any procurement activity at this threshold **must** inform the Corporate Procurement Team at the earliest opportunity to ensure the prescribed time limits can be met.

The tenders received must be endorsed with the time and date of receipt and “locked or sealed” until the closing time and date prescribed in the invitation to tender has elapsed.

**2.16.6 Purchases above the relevant OJEU threshold (Goods, Services & Works)**

All orders and purchases with an estimated value of £25,001 or more shall be subject to a decision of the full governing body and recorded in the minutes of the meeting. For goods and services below £25,000 the governing body must specify a sum above which all quotations shall be reviewed by it. The governing body shall be informed of all instances in which goods or services are purchased or disposed of which are not the most advantageous financially. This will be recorded in the minutes of the meeting.

**2.16.7 Official purchase orders shall be issued for all works, goods or services to be supplied to schools except for the supply of public utility services, for periodic payments such as rent or rates, and for petty cash purchases. Stocks of unused official orders must be securely retained when not in use. Official orders should be signed by the headteacher or staff authorised by the governing body.**

Official orders must be used only for goods and services provided to the school. Individuals must not use official orders to obtain goods and services for their private use.

Supplies, goods and services must be checked to ensure that they are in accordance with the order.

## **2.17 Application of Contracts to Schools**

2.17.1 Governing bodies are empowered under paragraph 3 of Schedule 10 to the Schools Standards and Framework Act 1998 to enter into contracts. In most cases, however, they do so on behalf of the Authority as maintainer of the school and owner of the funds in the budget share.

2.17.2 Where the governing body has Authority statutory obligations (for example, contracts made by aided or foundation schools for the employment of staff) then such contracts may be made solely on behalf of the governing body.

2.17.3 Schools may opt out of Authority contracts except where the scheme provides otherwise or the school has entered into a contract for an agreed period. However, schools shall give a period of notice of at least one term of their intention to do so.

## **2.18 Central Funds and Earmarking**

2.18.1 Where certain conditions are met, the Authority may make available to schools, allocations from central funds or grants that are additional to and separate from a schools delegated budget share. All such additional allocations will be subject to conditions that the Authority set out the purpose or purposes for which the funds may be used.

2.18.2 The Authority retains the right to require a school to return any earmarked sum or grant if it cannot be demonstrated that such funding has been spent on the purposes for which it is given. The Authority will, if necessary, establish an appropriate accounting mechanism to ensure that such allocations are not assimilated into a schools budget share.

2.18.3 The Authority cannot make any deduction, in respect of interest costs to the Authority, from payments to schools of devolved specific or special grant.

## **2.19 Spending for the Purpose of the School**

2.19.1 The Governing body under Section 50 of the School Standards and Framework Act 1998 is entitled to spend the schools delegated budget share "for the purposes of the school".

"Purposes of the school" does not include purposes wholly referable to the provision of:

- (a) Part time education suitable to the requirements of persons of any age over compulsory school age or
- (b) full-time education suitable to the requirements of persons who have attained the age of 19.

2.19.2 Section 27 of the Education Act 2002 gives the governing bodies of maintained schools the power to provide community facilities. However, any expenditure incurred in the provision of such services or facilities must not be charged to the schools delegated budget.

No payment of allowance to governors shall be made other than in accordance with Regulations under paragraph 6 of Schedule 11 of the Schools Standards and Framework Act 1998.

2.19.3 The Governing body shall consult with and obtain the agreement of the Corporate Finance Manager if it is in any doubt whatsoever that an item of expenditure may not be lawful or may result in expenditure exceeding the resources available to the Governing body.

## **2.20 Capital Spending from Budget Shares**

2.20.1 The Governing body of any school financed under the provisions of this scheme may utilise their budget share to meet the cost of capital expenditure. This includes expenditure by the Governing body of a voluntary aided school on work that is their responsibility under paragraph 3 of Schedule 3 of the School Standards and Framework Act, 1998.

2.20.2 Where the proposed capital expenditure at an aided school exceeds the sum of £20,000 then the Governing body must notify the Authority of its intentions and take into account any advice given by Chief Officer (Education and Youth) regarding this proposed expenditure.

2.20.3 Where the premises are owned by the Authority or the school has voluntary controlled status, then the Governing body must seek the consent of the Authority to the proposed works. Such consent can be withheld only on health and safety grounds.

2.20.4 Where building work is planned, schools must ensure that they comply with the Flintshire County Council Landlord Approval Process document and the guidance document Management and Control of Contractors on School Sites.

- 2.20.5 Whilst all proposals for capital expenditure will be considered on their individual merits, governing bodies must be aware that the Local Authority will not normally approve works which could lead to the creation of spare (surplus) places, or which are contrary to the School Organisation Plan. Similarly the Local Authority will not normally approve works which incur additional ongoing revenue costs, unless the governing body is able to demonstrate an ability to meet such additional costs from budget share.
- 2.20.6 All capital expenditure financed from a school's Delegated Budget must be distinguished from Revenue Expenditure in order to comply with government regulations and therefore must be recorded as "Capital" in the LEA's accounts. Where a school wishes to use part of its delegated budget for capital purposes, such expenditure must be distinguished from Revenue when informing the LA of its budget allocations at the start of the financial year.

## **2.21 Notice of Concern**

- 2.21.1 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 the funds delegated to it. These may include:
- a requirement that relevant staff undertake appropriate training to address any identified weaknesses in the financial management of the school;
  - a requirement that an appropriately trained or qualified person chairs the finance 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. Examples of this include more regular provision of accounts or monitoring reports to the Authority;
  - requiring that regular financial monitoring meetings take place at the school and that these are attended by Authority officers;
  - requiring that a regular and adequate financial support visit package is purchased by the school through the authority's SLA; and
  - placing restrictions or limitations on the manner in which a school manages any extended school activity funded from within its delegated budget share e.g. requiring a school to submit income projections and/or financial monitoring reports on such activities.

2.21.2 Any notice will clearly state what these requirements are, 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.

## **2.22 SCHOOL MEALS**

2.23.1 In discharging their duties in relation to delegated funding for school meals, governing bodies are required to have regard to any policies which the Local Authority might have in place in relation to school meals.

## SECTION 3 :      INSTALMENTS   OF   THE   BUDGET   SHARE:   BANKING ARRANGEMENTS

### **3.1      Frequency of Payment**

Schools using the Council bank account will have their budget share made available from the start of the financial year.

### **3.2      Budget Payable to Schools Operating their own Bank Accounts**

3.2.1      Schools which operate their own payroll system will receive their budget shares on a monthly basis. The monthly shares will be of equal amounts and paid on the 20th of each month. An amount equal to the estimated monthly non pay element will be paid on the 1st April and deducted from the final instalment.

3.2.2      Schools using the Authority payroll system will receive their estimated non pay budget share at the rate of 40% for the Summer and Autumn terms and 20% for the Spring term.

3.2.3      Schools operating their own bank accounts requiring budget share payments on a more frequent basis must make a request to the Authority prior to the start of the financial year in question.

3.2.4      The Authority is required to add interest to late payments of budget share instalments, where such late payment is the result of Authority error. The interest rate used will be the Bank of England base rate in force at the time of the late payment. The interest rate used for claw back calculations (if no claw back mechanism is in place), will be the average Bank of England base rate, for that financial year.

3.2.5      As school budget shares are net of value added tax (VAT), instalments will also be net of VAT. In order for bank account schools to recover VAT incurred it will be necessary for them to submit monthly statements to Finance, separately identifying the VAT element of both expenditure and income. This must be submitted within two weeks of the period end.

3.2.6      Instalments to bank account schools may be withheld if complete financial records are not submitted to Finance in accordance with the requirements of the Scheme.

### **3.3      Budget Share for Closing Schools**

3.3.1      Where the Council has approved the discontinuation of the maintenance of a school then the budget share allocation will be on the following basis.

**CLOSURE DATE**

**BUDGET ALLOCATION**

|               |                                |
|---------------|--------------------------------|
| AUGUST 31st   | 5/12ths of Annual Budget Share |
| DECEMBER 31st | 9/12ths of Annual Budget Share |

### **3.4 Bank and Building Society Accounts**

- 3.4.1 Schools may choose to hold external bank accounts which needs to be approved and held by the Corporate Finance Manager. Any school closing an account used to receive its budget share and opening another must notify the Corporate Finance Manager and must select the new bank or building society from the approved list, even if the closed account was not with an institution on that list.
- 3.4.2 Schools may operate both current (cheque book) and interest bearing accounts with these approved Institutions. Only one approved current account may be used. However, interest bearing accounts may be held with more than one of the listed financial institutions, and any interest earned may be retained by the school.
- 3.4.3 All accounts opened may be in the joint name of the school and Flintshire County Council which will facilitate consortia arrangements i.e.: 'School Name – Flintshire County Council'. (The Authority will not underwrite any account held in the joint name of a school and the Local Authority).
- 3.4.5 However, if a school has an account in the name of the school only, the Authority will require that the account mandate must recognise that:-
- the Local Authority is the owner of the funds in the account;
  - the Local Authority is entitled to receive statements; and
  - that the Local Authority can take control of the account if the school's right to a delegated budget is suspended by the Local Authority.
- 3.4.6 The Authority may make arrangements to negotiate with certain banks whereby the accounts are in the name of Flintshire County Council but specific to each school, and offer such arrangements to schools. Budget share funds paid by the Authority and held in school accounts remain the property of the Authority until spent (s.49.5 SSAF Act).
- 3.4.7 The Authority will require all school bank accounts to have a minimum of 4 signatures. Two of those signatures will be employees of the Local Authority, and at least two will be school employees. All cheques drawn on the account must have the signature of at least two people. Governors who are not members of staff may not be signatories.
- 3.4.8 The Governing Body of each school will be responsible for ensuring that their bank accounts are managed properly and efficiently in line with the

Schools Financial Procedures. Advice may be sought from the Corporate Finance Manager.

- 3.4.9 Individual Governing Bodies will be responsible for specifying and administering the bank tendering process. Re-tendering with tenders received from at least three of the approved Financial Institutions must be undertaken periodically. Advice may be sought from the Corporate Finance Manager.
- 3.4.10 The Chief Officer (Education and Youth) and the Corporate Finance Manager will be advised in writing of all bank and building society accounts opened under this scheme.
- 3.4.11 Schools will not normally be able to register independently with HM Revenue and Customs. Therefore, all appropriate financial stationery used by the school must have reference to Flintshire County Council and its registration numbers.
- 3.4.12 The school will make all necessary arrangements for retaining financial records and seek the advice of the Corporate Finance Manager before disposing of any financial records. A record of all record retention and archiving must be kept, detailing what is kept and where, and making specific note of any grant funding used to fund expenditure.
- 3.4.13 Schools intending to open new bank accounts will only be allowed to do so with effect from the start of each financial year following the receipt of a written notice of intent signed by the Headteacher and Chair of Governors giving a minimum of four months' notice. When a school opens an external bank account, the Local Authority will, if the school desires, transfer immediately to the account an amount agreed by both school and Authority as the estimated cash balance held by the Local Authority in respect of the school's budget share, on the basis that there is then a subsequent correction when accounts for the relevant school year are closed.
- 3.4.14 Schools with deficit balances will not be allowed to open a new bank account for twelve months following the clearance of such deficits.
- 3.4.15 Governing bodies must ensure that current accounts do not have any overdraft facilities.
- 3.4.16 Schools must be aware of the exchange risk to which they could be exposed by purchasing goods and services within the European Economic Community and requesting payment in the 'Euro' currency, as well as other currencies such as the Dollar.
- 3.4.17 Schools opting to have their own bank account(s) must make adequate administrative provisions to ensure proper security arrangements are in

place and that adequate training is provided and attention paid to the balancing of the bank reconciliation.

- 3.4.18 Schools which choose to hold their own bank accounts, the school must inform the Authority as to which bank account it wishes its budget share to be credited.
- 3.4.19 Access must be provided to all documentation relating to the school's bank accounts when requested by the Council's Internal Audit Section and External Audit.

### **3.5 School Petty Cash Imprest Accounts**

- 3.5.1 Schools which do not wish to open their own bank account may open an imprest account. The purpose of this account would be to allow schools to physically hold cash at the school for the purchase of small items of expenditure. Schools must open a petty cash account through the Authority banking arrangements and must contact the Technical Finance Section to arrange this. The rules of operation of a petty cash account are in the Schools Financial Procedures.

### **3.6 Borrowing by Schools**

- 3.6.1 Governing Bodies may borrow money only with the written permission of the Welsh Government to which application must be made. This includes short-term overdrafts on bank current accounts.
- 3.6.2 Schools must not enter into financial instruments such as Leases, Contract Hire, etc without the written permission of the Authority's Corporate Finance Manager.

## **SECTION 4: THE TREATMENT OF SURPLUS AND DEFICIT BALANCES ARISING IN RELATION TO BUDGET SHARES**

### **4.1 Carry Forward of Surplus/Deficit Balances**

Schools must carry forward from one financial year to the next any surplus/deficit in net expenditure relative to the school's budget share for the year plus/minus any balance brought forward from the previous year.

The Authority will automatically claw back year end balances which exceed 5% of the delegated school budget. Schools may request to carry forward a balance greater than 5% which will be considered and approved by the Chief Education Officer and must be received with the following year's budget plan by the 30 June. School will receive a decision on retention of surplus balances by 14 July.

In addition:

- (a) the Authority may direct the governing body as to how to spend a surplus in the school balance for a funding period, if–
  - (i) in the case of a primary school the surplus is £50,000 or more, and
  - (ii) in the case of a secondary school or a special school the surplus is £100,000 or more;

Schools with balances above the limits in (a) above will be required to invite the Education and Youth Finance Manager to a meeting of the governing body to discuss their balances.

Any funding clawed back from schools will be held as a reserve for the benefit of all schools. A mechanism will be in place for schools to apply for funding from the reserve.

#### 4.2.1 **Interest on Surplus Balances**

Balances held by the Authority on behalf of schools, outside schools' local bank accounts, whether capital or revenue, will attract interest at the Local Authority 7 day rate.

#### 4.3 **Deficit Balances**

##### 4.3.1 **Obligation to Carry Forward Deficit Balances**

Deficit balances will be carried forward every year by the deduction of the relevant amounts from the following year's budget share.

##### 4.3.2 **Planning for Deficit Balances**

Schools may only plan for a deficit budget in accordance with the terms of section 4.5 below. Outside this provision, schools must ensure that total planned expenditure for the financial year must not exceed the budget share, adjusted by amounts carried forward from the previous financial year.

##### 4.3.3 **Charging of Interest on Deficit Balances**

The Authority will charge interest on unlicensed deficit balances.

#### 4.3.4 **Writing Off Deficits**

The Authority has no power to write off the deficit balance of any school.

#### 4.4 **Balances of Closing and Replacement Schools**

When a school closes, any balance (whether surplus or deficit) will revert to the Authority. Where schools amalgamate any balance (whether surplus or deficit) will transfer to the successor school.

#### 4.5 **Licensed Deficits**

Governors have no legal right to set a deficit budget without the consent of the Authority and must not presume that such consent will be granted. However, the Authority will consider approving a licensed deficit to a school where it agrees that there are circumstances in which it would be unreasonable for that school to balance its budgets in-year. This will be funded from the collective surplus of school balances held by the Authority on behalf of schools. A deficit is considered to exist where a school has a negative balance which exceeds £5,000 or 1% of the delegated budget.

The detailed arrangements applying to this scheme are set out below:

- (a) the maximum length of time over which a school may repay a deficit is three years. In exceptional circumstances and with the support of the Chief Education Officer and the Corporate Finance Manager this period may be extended to a maximum of five years.
- (b) deficit arrangements may be agreed in the following circumstances
  - Falling pupil numbers for one year which is expected to be followed by rising pupil numbers in future years
  - Spreading the cost of cyclical maintenance works over two or more years
  - Other circumstances agreed by the Authority to be reasonable;
- (c) the maximum level of deficit which may be agreed is 10% of a school's Budget Share. In exceptional cases this may be increased with the approval of Chief Education Officer and the Corporate Finance Manager.
- (d) schools wishing to apply to the Local Authority to set a deficit budget must consult the Schools Accountant in the first instance and must have regard to the advice given if they subsequently choose to apply for a

deficit. A higher level of budget monitoring will be required by the school and Authority for the period of the deficit and until such a time afterwards as the Authority is satisfied that the school is maintaining a balanced budget.

- (e) Requests for licensed deficits will not normally be approved unless the school can produce a recovery plan which, in the view of the Authority, is realistic, prudent and does not exceed three years. Schools have a duty to identify potential deficits and to plan recovery action early. The Local Authority expects the Recovery Plan to be submitted by 1 June. The format of the Recovery Plan, and arrangements for its submission, will be specified by the Authority in the Finance Manual.
  
- (g) Where a licensed deficit application exceeds 5% of budget, where in the opinion of officers repayment is likely to prove particularly challenging, or where it has been identified through the monitoring process that the school is unlikely to meet its repayment targets, the Authority may impose additional restrictions on a school during the term of the license, as part of the license, eg the right of approval of specified staffing appointments or of contracts over a specified value. The need for such restrictions would be assessed on a school by school basis.

## **SECTION 5: INCOME**

### **5.1 Income General Requirements**

- 5.1.1 All income received by the school must be paid into the Authority's bank account or a school bank account set up to manage delegated funds. The Authority will prescribe any exceptions.
  
- 5.1.2 All cheques received at a school in respect of Council income must be made payable to 'Flintshire County Council' and NOT the school. On NO ACCOUNT must Council income be paid into a private / voluntary fund initially and later transferred to the Council account – school funds and Council funds must not be mixed. Where payment is expected by BACS transfer the payer must be given the Council's bank account details and also be instructed to post the remittance advice to the Council's Income Section.

### **5.2 Income from Lettings**

- 5.2.1 Control of the school premises rests with Governors in accordance with Schedule 13 of the School Standards and Framework Act, 1998. Governing bodies will need to determine their own lettings policies, taking account of

the Council's policies on lettings and fees and charges. This policy must be reviewed annually.

- 5.2.2 Any income generated by the letting of the school premises will be retained by the school but must not be paid into voluntary or private funds held by the school.
- 5.2.3 However, where the Authority has an agreement with another body relating to joint use of facilities or any future P.F.I. Agreements (See Section 9), then any income generated by that facility will be subject to the provisions of that agreement. Schools are required to have regard to any 'directions' issued by the Authority

Further details and advice relating to lettings may be found in the Schools Financial Procedures.

### **5.3 Income from Fees and Charges**

- 5.3.1 With the exception of any service provided by the Authority from centrally retained funds but occurring on a school site, schools may retain any income generated from fees and charges levied for a service provided by or on behalf of the Governing body. Fees and charges includes the collection of peripatetic fees.
- 5.3.2 Governing bodies are required to draw up their own policy on charges and remission arrangements for school activities which must be in accordance with the legislation on charging. In doing so the governing body shall have due regard to advice set out in the Welsh Government document "Guidance for Governing Bodies on Charging for School Activities" available at <http://wales.gov.uk/docs/dcells/publications/131118-guidance-for-governing-bodies-on-charging-for-school-activities-en.pdf>
- 5.3.3 Income arising from fees and charges must be recognised as school income. It must not be payable into voluntary or private funds held by a school.

### **5.4 Income from Fundraising Activities**

- 5.4.1 School private / voluntary funds are usually operated and utilised for the benefit of the pupils or the school. Income from fund-raising activities and school trips usually fall into this category.
- 5.4.2 Schools are allowed to retain any income generated from fund raising activities they organise and are responsible for.
- 5.4.3 Any deficit that occurs as a consequence of such activities must not be met from the school's delegated budget share.

## **5.5 Income from Sale of Assets**

- 5.5.1 Where an asset has been purchased from a school's delegated budget share then any money realised from the sale of that asset may be retained by the school. Such income from the sale of assets purchased with the delegated budget share may only be spent for the purposes of the school.
- 5.5.2 Where an asset has been purchased on behalf of the school from centrally retained non-delegated funds, then the Authority must authorise any proposed sale in advance and will determine whether the school must receive the proceeds of such a sale. Schools must ensure prior to sale that items are not subject to a lease agreement.
- 5.5.3 Proceeds from the sale of land or buildings forming part of the school premises and owned by the Authority will accrue to the Authority.

## **5.6 Administration Procedures for Collection of Income**

- 5.6.1 Wherever possible, income must be collected in advance to avoid the necessity of issuing sales invoices. Where income is due but not collected an official pre-numbered sales invoice shall be prepared and submitted promptly on the provision of the goods or services.
- 5.6.2 All income shall be paid promptly and intact into the school's official bank account and shall not be used to defray expenditure. All income must be banked prior to school closure periods exceeding 24 hours. Cash shall be held securely until banked and shall be acknowledged in writing when transferred from one person to another.
- All income shall be acknowledged by a receipt and promptly accounted for.
  - Official receipts shall be held securely to prevent misuse.
  - Income shall not be used for the purpose of cashing personal cheques.
  - Payments into the bank shall be by means of an official bank paying-in book, separately identifying cash and cheques. All cheques shall be listed. Income shall be identified by means of the appropriate accountancy code.
  - No income shall be paid into petty cash.
- 5.6.3 Arrangements and requirements relating to the collecting of income are to be found in the Schools Financial Procedures.

## **SECTION 6: THE CHARGING OF SCHOOL BUDGET SHARES**

### **6.1 General Provision**

- 6.1.1 The budget share of a school may be charged by the Authority without the consent of the governing body only in circumstances expressly permitted by the scheme. The Authority will consult with schools as to the intention to so charge and notify schools when it has been done. There is a right of appeal to the Chief Officer (Education and Youth).
- 6.1.2 Salaries/wages of school based staff will be charged to budget shares at actual cost.

### **6.2 Circumstances in Which Charges May be Made**

- 6.2.1 Where premature retirement costs have been incurred without the prior written agreement of the Authority to bear such costs.

N.B. The amount chargeable will be the excess over any amount agreed by the Authority

- 6.2.2 Other expenditure incurred to secure resignations where the school had not followed Authority advice
- 6.2.3 Awards by courts and industrial tribunals against the Authority arising from action or inaction by the Governing body contrary to the Authority's advice.
- 6.2.4 Awards made against the Governing body directly.
- 6.2.5 Any costs incurred by the Authority where the Authority is joined by the Governing body in an action and has incurred expenditure as a consequence of the Governing body not taking the Authority's advice.
- 6.2.6 Expenditure by the Authority in carrying out health and safety work or capital expenditure for which the Authority is liable but where funds have been delegated to the Governing body for such work and the Governing body has failed to carry out the required work.
- 6.2.7 Expenditure by the Authority incurred in making good defects in building work funded by capital spending from delegated budget shares where the premises are owned by the Authority or the school has voluntary controlled status.
- 6.2.8 Expenditure incurred by the Authority in insuring its own interests in a school where funding has been delegated for this purpose 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
- 6.2.9 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
- 6.2.10 Recovery of penalties imposed on the Authority by the HMRC, the Contributions Agency, Teachers' pensions or regulatory authorities as a result of school negligence.
- 6.2.11 Correction of Authority errors in calculating charges to a budget share (e.g. pension deductions).
- 6.2.12 Additional transport costs incurred by the Authority arising from decisions by the Governing body on the length of the school day, and failure to notify the Authority of non-pupil days, resulting in unnecessary transport costs.

- 6.2.13 Legal costs which are incurred by the Authority because the Governing body did not accept the advice of the Authority (see Section 11).
- 6.2.14 Costs of necessary health and safety training for staff employed by the Authority, where funding for training had been delegated but the necessary training had not been carried out.
- 6.2.15 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.
- 6.2.16 Expenditure incurred in making employees redundant where the school had not followed Authority advice.
- 6.2.17 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.
- 6.2.18 Costs incurred by the Authority in securing provision specified in a statement of SEN where the Governing body fails to secure such provision despite the delegation of funds in respect of that statement.
- 6.2.19 Costs incurred by the Authority due to submission by the school of incorrect data.
- 6.2.20 Recovery of amounts spent from specific grants on ineligible purposes.
- 6.2.21 Costs incurred by the Authority as a result of the Governing body being in breach of the terms of a contract.
- 6.2.22 Expenditure incurred by the Authority from any action by the Governing body which has been taken contrary to written advice by the Authority.

## **SECTION 7: TAXATION**

### **7.1 Value Added Tax**

7.1.1 For those schools that choose the Authority to provide Banking and Financial services on their behalf, then all financial transactions in relation to the delegated budget share and managed by the Authority will allow VAT expenditure to be reclaimed. This is achieved by all charges to the schools delegated budget share being exclusive of VAT with the Authority bearing the initial VAT costs and subsequently claiming reimbursement.

7.1.2 Schools operating local bank accounts are required to separately record in their local accounting system all VAT incurred on invoices and VAT received on income. Details of this must be included on the monthly return submitted to Finance (see Schools Financial Procedures). The school will be reimbursed for VAT incurred, net of VAT collected on income, as part of the next available cash instalment.

### **7.2 Construction Industry Scheme (CTS)**

7.2.1 Schools are required to comply with taxation requirements of the Construction Industry Scheme (CTS) and any guidance on this issued by the Corporate Finance Manager. Schools operating local bank accounts are responsible for their own administration of the scheme.

7.2.2 All schools are required to abide by the procedures issued by the Authority in connection with CTS. These procedures and Notes of Guidance may be found in the Schools Financial Procedures.

## **SECTION 8: THE PROVISION OF SERVICES AND FACILITIES BY THE AUTHORITY**

### **8.1 Provision of Services from Centrally Retained Budgets**

8.1.1 Where services are provided to schools from centrally retained funds then the Authority will determine the basis of this provision. There will be no discrimination by the Authority in the provision of such services unless:

- (1) Funding for the services in question has been delegated to a restricted number of schools or:
- (2) The statutory duties of Governing Bodies require such discrimination to be made.

### **8.2 Timescales for the Provision of Services Bought Back from the Authority Using Delegated Budgets**

8.2.1 The Authority will delegate funding for those Authority services statutorily required by the School Standards and Framework Act 1998. In addition the Authority may subsequently delegate funding for Authority services not statutorily required, after consultation with schools.

8.2.2 The Authority will determine the minimum period for which services or facilities will be provided. The maximum term of any arrangement to buy services or facilities from the Authority is limited to 5 years from the date of the agreement.

### **8.3 Availability of Services from the Authority**

8.3.1 Any service for which funding is delegated will be offered to schools on a buy-back basis. The delegated funding is calculated to enable full cost recovery of the service provided. Details of services on offer, including the grouping together of services will be found in the publication 'Flintshire County Council Services to Schools'.

8.3.2 Schools are not under any obligation to purchase services or facilities from the Authority and the Authority will seek not to package services in a way which might unreasonably restrict schools' freedom of choice of the services. Where practicable, provision will be offered on a service by service basis. The Authority does, however, reserve the right to package certain services or facilities together in order to be able to offer them at discounted rates to schools or to meet best value.

### **8.4 Service Level Agreements**

8.4.1 The Local Authority will consult with schools as to those services or facilities which schools would wish to see provided by the Local Authority under service level agreements. It reserves the right, however, not to offer services where there is insufficient demand from schools or where the service is uneconomical or does not meet other best value requirements.

8.4.2 Services offered by the Authority will be made available on an ad hoc basis as well as on a service level agreement basis. Provision of ad hoc services will be at a differential charge to services under a Service Level Agreement.

### **8.5 Prudential Borrowing**

Schools can use prudential borrowing to fund relatively small scale purchases of equipment/vehicles. Any use of prudential borrowing must be approved by the Asset Programme Board prior to committing expenditure otherwise the expenditure incurred will be charged in full to the school budget.

Funding is only available for the acquisition of equipment, vehicles etc. It cannot be used to finance building works. Maximum funding per application is £150k. Repayments will be calculated using the PWLB (Public Works Loan Board) annuity rate on the date the application is processed.

The maximum payback period is 10 years, though this will be the exception.

The following periods will apply:-

|                 |                  |
|-----------------|------------------|
| IT Equipment    | 3 or 5 years     |
| Vehicles        | 5 years          |
| Other equipment | 5, 7 or 10 years |

## **SECTION 9: PUBLIC FINANCE INITIATIVE/PUBLIC PRIVATE PARTNERSHIPS**

- 9.1** The Authority currently has no plans to engage in either PFI or PPP. Must these circumstances change, then schools will be advised of Authority requirements and procedures.

## **SECTION 10: INSURANCE**

### **10.1 Insurance Cover**

- 10.1.1 If funds for insurance are delegated to any school then the Authority will require the school to demonstrate that insurance cover purchased is at least as good as the relevant minimum cover arranged by the Authority having regard to the actual insurable risks which might be expected to arise at the school.
- 10.1.2 School Governing Bodies are required to have Public Liability Insurance cover in the event of compensation claims which are proved to have arisen through the negligence of the governing body. e.g. school fund raising events organised by governors
- 10.1.3 If Governing Bodies directly employ their own staff (e.g. after school clubs) then they are required to have their own Employer's Liability Insurance.
- 10.1.4 Where insurances are placed with the Authority the headteacher shall promptly notify the Insurance Manager of any new risks, additions and alterations affecting existing insurances and shall consult with the Insurance

Manager in respect of any terms of indemnity which the school may be required to give.

- 10.1.5 Where insurances are placed with the Authority the headteacher shall immediately notify the Chief Officer: Corporate Services in writing of any loss, liability or damage, or any event likely to result in a claim, and take such other action as may be necessary to satisfy any insurance policy conditions.
- 10.1.6 The governing body may exercise their discretion in effecting insurance cover for risks not otherwise covered by the Authority's policies

## **SECTION 11: MISCELLANEOUS**

### **11.1 Right of Access to Information**

- 11.1.1 Governing bodies will be required to supply all financial and other information which might reasonably be required to enable the Authority to satisfy itself as to the school's management of its delegated budget share. This requirement does not extend to copies of internal reports to the governing body on financial matters.
- 11.1.2 As part of the audit of the Authority's accounts, any interested person may inspect the accounts (between specifically advertised dates) to be audited and all books, deeds, contracts, bills, vouchers, and receipts relating to them and make copies of all or any part of the accounts and those other documents (Public Audit (Wales) Act 2004). Schools may make a reasonable charge for this service in order to cover costs. This includes any documents held by schools.
- 11.1.3 Schools need to be aware that the Authority will require schools to provide copies of any documents held by them in a timely manner if requested to do so. The Authority will give prior notification of such requests unless this is impractical. Additional requests for information may be received under the Freedom of Information Act 2000, which have return deadlines and for which schools will be asked to provide information held by them.

### **11.2 Liability of Governors**

- 11.2.1 As the Governing body of a school is a corporate body and because of the terms of Section 50(7) of the School Standards and Framework Act, 1998, Governors of a maintained school do not incur personal liability in the exercise of their power to spend the delegated budget share provided "they act in good faith".

The carrying out of a fraudulent act may be cited as an example of behaviour which is not in good faith.

### **11.3 Governors Expenses**

- 11.3.1 Governing bodies must determine their own policy relating to allowances for expenses. If a governing body's policy is that governors may claim expenses, all payments must be made in accordance with an allowance scheme made by the governing body. Governors cannot be paid attendance allowances or for any loss of earnings. A governor is not compelled to claim the expenses to which he/she is entitled.
- 11.3.2 Where a Flintshire County Council member attends a Governing Body meeting and is discharging duties in his/her capacity as a Governor, travelling and subsistence may be claimed but not attendance allowance. The expense is to be paid from the school's budget share.
- 11.3.3 All expenses relating to Governors' attendance at meetings will form a charge against the individual school's delegated budget. This spending must be shown in the governors' annual report to parents.
- 11.3.4 Schools may not duplicate payments paid by the Minister for Education to additional governors appointed by him/her to schools under special measures.
- 11.3.5 The Authority may delegate to the governing body of a school yet to receive a delegated budget, funds to meet governors' expenses.

### **11.4 Responsibility for Legal Costs**

- 11.4.1 Where school governors act in good faith in the exercise or purported exercise of their duties, paying due regard to their statutory responsibilities and to the advice and policy framework of the Authority, they shall not normally be required to meet the costs of legal actions, including costs awarded against the Authority. In following the advice, guidance and procedures of the Authority, any legal costs to the governing body arising, for example, from industrial tribunals, will be met by the Authority.
- 11.4.2 Where a Governing Body does not act in accordance with the advice of the Local Authority, and incurs legal costs as a result, the legal costs will be charged against **the** school's budget share (unless related to the statutory responsibility of aided school governors for buildings).
- 11.4.3 In any case where there is a conflict of interest between the Local Authority and a governing body, governors may seek independent advice, any costs of which may be deducted from the school's budget share.

## **11.5 Health and Safety**

- 11.5.1 Responsibility for health and safety in schools rests with 'the employer'. Depending on the type of school this may be the LA or Governing Body as the direct employer of school staff. Where the Governing Body are not the direct employer of school staff, they still retain responsibility for health and safety in schools as occupier and body in control of school premises. In reality, Health and Safety in schools is a shared responsibility between the Governing Body and LA.
- 11.5.2 In expending the school's budget share, the Governing Body are required to have due regard to legal responsibilities and duties placed on the LA (where applicable) and Governing Body themselves in relation to health and safety management, and to the specific responsibilities delegated to them in accordance with the County Council's policy on health and safety matters in the management of the budget share. In accordance with such responsibilities governing bodies must take reasonable steps to ensure school buildings, staff, pupils, visitors and the premises are maintained safely and risks adequately controlled in compliance with the Council's health and safety policies, practices and standards.
- 11.5.3 The Authority retains responsibility as the 'employer' in Community and Voluntary Controlled Schools. Monitoring of compliance with the health and safety policy is both a school and an Authority responsibility. Required monitoring activity by the Authority and school's is specified within the Authority Health and Safety Policy under the 'arrangements' section 'health and safety monitoring' (this includes the requirement for formal termly safety inspections to be undertaken by school headteachers/governors of all areas of the school premises in accordance with the checklist and guidance provided by the Authority)
- 11.5.4 The Governing Body has responsibility for health and safety as the 'employer' in Voluntary Aided and Foundation Schools. The Authority nevertheless remains the landlord and as such schools must have regard for the Authority's responsibilities for Health & Safety in this respect and comply with the Authority's policies, procedures.
- 11.5.5 All school Governing Bodies are required to co-operate with the Authority by providing any health and safety information as it determines necessary to enable suitable monitoring of compliance with health and safety management requirements in schools.
- 11.5.6 There is a Health and Safety resource section on Moodle containing a wide range of school health and safety policies, guidance documents, model risk assessments, inspection checklists, statistical data information, links to external health and safety resources for schools.

## **11.6 Right of Attendance of the Corporate Finance Manager**

The Corporate Finance Manager as the Section 151 Finance Officer of the Authority or his/her authorised representative shall have the right of attendance at any meetings of the Governing body of a school at which agenda items are deemed to be relevant to the exercise of his/her statutory responsibilities. (e.g. Statutory responsibilities under Section 151 of the Local Government Act 1972).

Such attendance will normally be restricted to those items relating to probity or overall financial management.

## **11.7 Delegation to New Schools**

Where a new school is established, the Authority is empowered to consider whether any such school may receive a delegated budget.

## **11.8 Whistleblowing**

- 11.8.1 It is the responsibility of the governing bodies of all maintained schools to produce a whistleblowing policy. A model whistleblowing policy for school staff is found at Annex B of the Welsh Government's Circular Guidance No 036/2007 "[Procedures for Whistleblowing in Schools and Model Policy](#)". Governing bodies need to have regard to this guidance when developing or revising whistleblowing procedures for school staff.

## **11.9 Child Protection**

- 11.9.1 Governing Bodies are required to release staff to attend Child Protection Case Conferences and related events. Funding to meet the costs of this activity is met from the schools delegated budget.
- 11.9.2 All employees employed by the school must be subject to an enhanced DBS check and all employees must provide 2 references before appointment.

## **11.10 School Meals**

- 11.10.1 In discharging their duties in relation to delegated funding for school meals, governing bodies are required to have regard to any policies which the Local Authority might have in place in relation to school meals.

## **[SECTION 12: RESPONSIBILITY FOR REPAIR AND MAINTENANCE](#)**

### **12.1 Responsibility for Repairs and Maintenance**

12.1.1 All funding for repair and maintenance is delegated to schools except for funding in respect of capital expenditure which is retained centrally.

The Local Authority may only treat expenditure as capital for the following reasons:

- A. The expenditure meets the definition of capital in accordance with proper accounting practice under the CIPFA Code of Practice on Local Authority accounting. This covers 2 main areas:-
- The acquisition or creation of a new fixed asset.
  - The enhancement of an existing fixed asset, where 'enhancement' means the carrying out of works which are intended to:
    - Lengthen substantially the useful life of the asset, or
    - Increase substantially the market value of the asset, or
    - Increase substantially the extent to which the asset can or will be used for the purposes of or in conjunction with the functions of the local authority concerned.
- B) The expenditure meets the definition of capital under a Capitalisation direction issued by the Welsh Government.
- C) The expenditure is defined by specific regulation made under the Local Government Act 2003 (as amended).

12.1.2 Where guidance is needed on the classification of expenditure then advice must be sought from the Council's Corporate Accountancy team. The Council's decision on the classification of expenditure as either revenue or capital shall be final.

12.1.3 Annex 3 details the categories of work for which:-

- Governing Bodies; and
- The LA will be responsible.

## **12.2 Voluntary Aided Schools**

12.2.1 Voluntary Aided governing bodies will continue to be eligible for grants from the Welsh Government in respect of their statutory responsibilities for buildings and premises. In addition, they will have responsibility for other repair and maintenance items on the same basis as Community and Foundation Schools.

## **12.3 Kitchens**

Funding for the repair and maintenance of kitchens and kitchen equipment is delegated to schools.

#### **12.4 Authority Landlord Responsibilities**

As the owner of both buildings and land in schools other than Voluntary Aided or Foundation schools the Authority will monitor its assets in order to ensure that its responsibilities in this regard are adequately discharged in order to maintain the structure, fabric and condition of its property.

**FLINTSHIRE SCHOOLS MAINTAINED UNDER THE PROVISIONS OF THIS SCHEME**

**PRIMARY SCHOOLS**

Ysgol Glan Aber  
Ysgol Merllyn  
Westwood Community Primary School  
Ewloe Green C.P. School  
Ysgol Bryn Garth  
Ysgol Gwynedd  
Ysgol Maesglas  
Ysgol Gymraeg Mornant  
Ysgol Estyn C.P.  
Lixwm C.P. School  
Ysgol Glanrafon  
Northop Hall C.P. School  
Saltney Wood Memorial C.P. School  
Sealand C.P. School  
Sychdyn C.P. School  
Ysgol Gynradd Trelogan  
Ysgol Bryn Pennant C.P.  
Ysgol Bro Carmel  
Ysgol Rhos Helyg  
Ysgol Terrig  
Bryn Deva C.P. School  
Sandycroft C.P. School  
Gwernymynydd C.P. School  
Queensferry C.P. School  
Ysgol Bryn Coch  
Mountain Lane C.P. School  
Ysgol Y Foel  
Brynford C.P. School  
Ysgol Bryn Gwalia C.P.  
Golftyn C.P. School  
Saltney Ferry C.P. School  
Ysgol Y Waun  
Ysgol Gwenffrwd  
Abermorddu C.P. School  
Southdown C.P.  
Wepre C.P. School  
Drury C.P. School  
Cornist Park C.P. School  
Ysgol Derwenfa  
Penarlag C.P. School

Ysgol Owen Jones  
Ysgol Gronant  
Ysgol Croes Atti  
Ysgol Parc Y Llan  
Ysgol Mynydd Isa  
Broughton Primary School  
Ysgol Cae'r Nant  
Ysgol Penyffordd  
Nannerch Voluntary Controlled Primary School  
Ysgol Yr Esgob  
St Mary's R.C. Primary School  
St Winefrides R.C. School  
St David's R.C. School  
St Anthony's R.C. Primary School  
Ven. Edward Morgan R.C. Primary School  
Trelawnyd V.A. School  
Ysgol Y Llan V.A. Primary School  
St Ethelwold's Primary School  
St John the Baptist V.A. Primary School  
Nercwys CIW Voluntary Aided Primary School  
Hawarden Village Voluntary Aided C.I.W. Primary  
Derwen Foundation School  
Ysgol Maes Y Felin

## **SECONDARY SCHOOLS**

Hawarden High School  
Alun School  
Elfed High School  
Ysgol Treffynnon  
St David's High School  
Castell Alun High School  
Ysgol Maes Garmon  
John Summers High School  
Flint High School  
Connah's Quay High School  
Argoed School  
St Richard Gwyn Catholic High School

## **SPECIAL SCHOOLS**

Ysgol Maes Hyfryd  
Ysgol Pen Coch

### Calculating the Budget Adjustment for Excluded Pupils

Where a pupil is permanently excluded from a school during a funding period, the regulations require that the school's budget share for that funding period must be re-determined.

The school's budget share must be reduced by:

$$A \times (B/52)$$

- A = Formula value for per pupil funding  
 B = Number of complete weeks remaining in the funding period calculated from the date of exclusion.

Where the permanent exclusion takes effect on or after 1 April in a school year at the end of which pupils would normally leave to attend another school with a different pupil age range, B is the number of complete weeks remaining in that school year calculated from the relevant date.

Where an excluded pupil is admitted to another school the Authority must redetermine the admitting school's budget share using the formula:

$$D \times (E/F)$$

- D = Amount of budget reduction from the school permanently excluding the pupil.  
 E = The number of complete weeks remaining in the funding period during which the pupil is a registered pupil at the admitting school;  
 F = Is the number of complete weeks remaining in the funding period calculated from the relevant date.

Where a permanently excluded pupil is subsequently reinstated by the governing body of the school's budget share must be increased by

$$G \times (H/I)$$

- G = Is the amount by which the authority has reduced the school's budget share;  
 H = Is the number of complete weeks remaining in the funding period during which the pupil is reinstated  
 I = is the number of complete weeks remaining in the funding period calculated from the relevant date.

## **Annex 3 – Responsibilities for Repairs and Maintenance**

### **Annex 3.1**

#### **Property Management**

##### **Responsibilities of Governing Bodies**

Governors are responsible for:-

- a) all those works which are specified in annex 3.1 as being the responsibility of the Governors;
- b) liaising with the Local Authority over the planning of any programmed maintenance work to ensure abortive work does not occur;
- c) complying with their obligations under Health and Safety legislation and the Local Authority's Electrical Safety Policy. (Documents which will be made available to Governors);
- d) not using the building in a manner which is prejudicial, by default, omission or otherwise, nor which will adversely affect the insurance cover of the building; nor will it impose additional obligations upon the Local Authority in its capacity as owner;
- e) providing the Local Authority with copies of all applications, notices, consents, approvals or licences that relate to the building made or received by the Governors; and
- f) responding promptly to any requirement for emergency work.

##### **Responsibilities of the Local Authority**

The Local Authority is liable for:-

- a) all works for which it is responsible as defined in Annex 3.2.
- b) liaising with the Governors with regards to any planned capital work.
- c) making good any consequential damage caused by the Local Authority's failure to meet its obligations under the terms of this agreement, which affect the maintenance obligations of the Governors.

##### **Limits on Governors' Action**

The Governors shall not create any tenancy or licence without the written consent of the Local Authority except that this shall not prevent the use of the school for temporary hiring or licensing in accordance with arrangements agreed with the Local Authority.

The Governors shall not adapt, change, extend or demolish any part of the premises without the Local Authority's written consent.

## **Energy and Water**

The Governors shall be responsible for payment of the costs incurred in consuming fuel used for heating, lighting or process purposes and the cost of water consumption whether metered or otherwise. Where consumption relates to the provision of services to any part not forming part of the school, the costs shall be fairly apportioned between the school and the other user.

The Governors shall be responsible for implementation of the Local Authority's Energy Efficiency Policy (to be made available to schools).

The Governors shall be responsible for the operation of all plant and equipment in accordance with the Local Authority or manufacturer's appropriate standards and shall ensure that it is adequately serviced and maintained in so far as they are liable, in accordance with the operating instructions.

The Governors shall be responsible for adequately maintaining and servicing the plant and equipment for which it is responsible under Annex 3.2

## **Miscellaneous**

The Local Authority will make available to Governors documents and manuals that relate to the obligations each will accept under the arrangements set out in this agreement in respect of Health and Safety Policy, Electrical Safety Policy, Energy Management, Codes of Practice for the carrying out of contracting work, including emergency arrangements, Asbestos Code of Practice, Codes for the use of pesticides for ground maintenance and manufacturer or supplier's instructions in the operation of plant and equipment.

Governors should ensure that appropriate training is made available to those staff who may have responsibility for actions involving such policies, procedures or guidance.

g)

### Annex 3.2 Capital/Revenue Split – Illustrative Examples In Line With CIPFA Code Of Practice on Local Authority Accounting

The following guidance sets out some illustrative examples of the division of responsibility for building related works between the Local Authority and individual schools. This is not intended to be an absolute definitive document but a form of guidance on the basis that schools have responsibility for all Repairs & maintenance revenue expenditure whilst the Local Authority retains responsibility for expenditure of a capital nature.

Where specific guidance is needed on the classification of expenditure, then further advice should be sought from the Council’s Corporate Accountancy team. The Council’s decision on the classification of expenditure as either revenue or capital, in accordance with the CIPFA Code of Practice on Local Authority Accounting, shall be final.

| Element             | Capital: as CIPFA Code of Practice   | Revenue: Repairs and Maintenance (applies to Community Schools and Aided Schools with a delegated revenue budget)           | VA School Governors Responsibilities (Full Details in DfES Document Determination of Financial Liability) |
|---------------------|--|---|---|
| <b>Roofs - Flat</b> | Structure. New (not replacement) structure   | Repair/replacement of small parts of an existing structure  | New structure and repair/replacement of structure   |
|                     | Structure. Replacement of all or substantial part of an existing structure                           | Replace small areas of rotten or defective timber, make good minor area of spalling concrete where reinforcing bars exposed | Replacement of structure  |
|                     | Screed/insulation in a new building/extension  | Repair/replacement of screed/insulation where defective   | New screed/insulation and repairs   |
|                     | Screed/insulation. Replacement/enhancement of substantially all. Improve effectiveness of insulation | Work to improve insulation standards, during work to repair/replace small areas of roof                                     | Replacement/repair of screed/insulation   |
|                     | Finish on new build. Replacement of all/substantially all on existing roof                           | Recoating/Patching areas of roof finish on existing building.   | Finish on new build. Replacement of roof finish on existing buildings. Re-coating                         |
|                     | Edge trim/fascia on new build  | Repairs/replacement of individual sections. Repainting  | Edge trim/fascia on new build and repairs/replacement/repainting  |
|                     | Edge trim/fascia, replacement of all/substantially all on existing roof                              | Repairs/replacement of individual sections. Repainting  | Replacement of edge trim/fascia on existing building  |

| Element                      | Capital: as CIPFA Code of Practice   | Revenue: Repairs and Maintenance (applies to Community Schools and Aided Schools with a delegated revenue budget) | VA School Governors Responsibilities (Full Details in DfES Document Determination of Financial Liability) |
|------------------------------|--|---|---|
|                              |  |   |   |
| <b>Roofs – Flat (Cont'd)</b> | Drainage on new build  | Clearing out gutters and downpipes. Replacement/ repair/repainting of individual gutters/pipes                    | Drainage on new building and repairs/ replacement/ repainting (NOT cleaning gutters/downpipes)            |
|                              | Other e.g. Flashings and Rooflights on new build. Replacement of all/substantially all on existing roof. | Repair/replacement/ cleaning of individual items  | Flashings/rooflights on new building and repair/ replacement (NOT cleaning)                               |
| <b>Roofs – Pitched</b>       | Structure. New (not replacement) structure.  | Repair/replacement of small parts of an existing structure.   | Structure of new roof and all repairs EXCEPT trusses (i.e. internal repairs).                             |
|                              | Structure. Replacement of all or substantial part of an existing structure.                              | Replace/repair small areas of rotten/defective joists, rafters, purlins etc.                                      | Replacement of internal structure EXCEPT trusses (i.e. internal repairs).                                 |
|                              | Insulation in a new building/extension.  | Repair/replacement/ increasing thickness of insulation in an individual section of existing roof.                 | Insulation in new building and repair/replacement   |
|                              | Insulation. Replacement/ enhancement of substantially all. Improve insulation to current standards.      |   | Repair/replacement or improve insulation  |
|                              | Roof finish in a new building/extension replacement of all/ substantially all on existing roof           | Replace missing/damaged.  | Finish in new building/extension and repair/replacement in existing building                              |
|                              | Bargeboards/fascia in a new building/extension, replacement of all/ substantially all on existing roof   | Repairs/replacement/ repainting   | Bargeboards/fascias in new building/extension and repairs/replacement/ repainting in existing building    |
|                              | Drainage in a new building/extension   | Clearing out gutters and downpipes. Replacement/repairs of individual pipes and gutters                           | Drainage in new building/extension and repair/replacement (NOT cleaning guttering or downpipes)           |

| Element                         | Capital: as CIPFA Code of Practice  | Revenue: Repairs and Maintenance (applies to Community Schools and Aided Schools with a delegated revenue budget)           | VA School Governors Responsibilities (Full Details in DfES Document Determination of Financial Liability)              |
|---------------------------------|---|---|--|
|                                 | Drainage replacement of all/substantially all on existing roof  |   | Drainage replacement in existing roof  |
| <b>Roofs – Pitched (Cont'd)</b> | Other e.g. flashings and roof window in new building/extension, replacement of all/ substantially all on existing roof                    | Repair/replacement/ cleaning  | Flashings, roof window in new building/extension and repair/replacement (NOT cleaning in existing roof)                |
| <b>Roofs - Other</b>            | Provide new covered link etc between existing buildings   | Minor repairs, maintenance to existing covered link   | Provide new covered link and repairs to existing (NOT cleaning). Rebuild or repair structure of existing covered link. |
|                                 | Rebuild or substantially improve structure or existing covered link   |   | Rebuild or improve structure of existing covered link  |
|                                 | Add porch etc to existing building  | Minor repairs, maintenance to existing  | Add new porch and minor repairs to existing  |
|                                 | Rebuild or substantially improve structure of existing porch  |   | Rebuild or repair existing porch   |
| <b>Floors – Ground Floor</b>    | Structure and dpc in new building   | Repair/replacement of small parts of an existing structure  | Structure and dpc of new building and replacement of existing structure  |
|                                 | Structure and dpc – replacement of all or substantial part of an existing structure   |   |  |
|                                 | Screed and finish in new build, replacement of all/ substantially all on existing floor – e.g. replacement of most carpet/tiles in a room | Replacement and repair of screed and finishes/ replacement of mats/matwells. Maintenance – e.g.: revarnishing wooden floors | Provide screed and finish in new buildings (NOT repairs to finishes, matwells, etc)                                    |
| <b>Floors – Upper Floors</b>    | Structure – as ground floor   | As ground floor   | Structure of new buildings and replacement of existing structure   |
|                                 | Screed and finish – as ground floor   | Repairs of finishes/ replacement – as ground floor  | As ground floor  |

| Element                                 | Capital: as CIPFA Code of Practice   | Revenue: Repairs and Maintenance (applies to Community Schools and Aided Schools with a delegated revenue budget)                         | VA School Governors Responsibilities (Full Details in DfES Document Determination of Financial Liability)                             |
|---|--|---|---|
| <b>Ceilings</b>                         | Suspension   | Repair/replacement including from water damage and necessary decoration   | Provision (NOT repair or replacement)   |
|   | Membrane   |   | Provision (NOT repair or replacement)   |
| <b>Ceilings (Cont'd)</b>                | Fixed  | Repair/replacement including from water damage  | Provision (NOT repair or replacement)   |
|   | Access panels  | Repair/replacement  | Provision (NOT repair or replacement)   |
| <b>All Finishes</b>                     | Specialist removal/ replacement of damaged/ disturbed asbestos based materials, planned or emergency   | Inspection/air testing. Applying sealant coats to asbestos surfaces for protection  | Removal/replacement of damaged/disturbed asbestos EXCEPT where part of repair project   |
| <b>External Walls Masonry/ cladding</b> | Structure underpinning/ propping for new build   | Repairs. Preventative measures – e.g. tree removal  | Structure underpinning/ propping of new building and repairs (NOT tree removal unless part of clearing new site)                      |
|   | External finish on new build   | Repair/replacement of small parts of an existing structure – e.g. repointing/recladding a proportion of a wall where failure has occurred | External finish on new building and repairs/ replacement of existing structure including repointing/recladding                        |
|   | External finish on existing build where substantial part of the building needs enhancing.              | Minor repointing on individual sections of the building   | Substantial improvements to external finish on existing building  |
| <b>Windows and Doors</b>                | Framing – new build  | Repair/replacement of individual frames. Repainting frames  | New window frames and doors in new building and repairs/replacement (NOT replacement/repair/ repainting of internal doors or windows) |
|   | Framing – structural replacement programme where replacement is an enhancement of the previous framing | Repair/replacement of individual windows. Repainting frames   | New windows in replacement programme  |

| Element                             | Capital: as CIPFA Code of Practice  | Revenue: Repairs and Maintenance (applies to Community Schools and Aided Schools with a delegated revenue budget) | VA School Governors Responsibilities (Full Details in DfES Document Determination of Financial Liability) |
|-------------------------------------|---|---|---|
|                                     | Glazing – new build   | Replacing broken glass including double glazed units  | Glazing new building and replace broken glass   |
|                                     | Glazing – upgrading existing glazing  |   | Upgrading existing glazing  |
| Ironmongery                         | Ironmongery - new build   | Repair/replacement, upgrading locks etc   |   |
| <b>Windows and Doors – (Cont'd)</b> | Internal and external decoration to new build   | Internal and external decoration to include cleaning down and preparation   | Internal and external decoration of new provision, external re-decoration (NOT internal re-decoration)    |
| Masonry Chimneys                    | Substantial Enhancement of existing structure   | Repair/repointing   | Substantial Enhancement of existing structure and repair/repointing                                       |
| <b>Internal Walls Solid</b>         | Complete including various internal finishes, linings and decoration                                    | Repair and re-decoration to internal plaster/linings tiles, pin boards, etc                                       | New walls and finishes (NOT repair/replacement)   |
|                                     | Substantial Refurbishment and alterations   | Minor alterations   |   |
| Partitions                          | Complete structure including linings, framing, glazing, decoration etc                                  | Repairs and re-decoration   | New partitions (NOT repair/replacement)   |
|                                     | Substantial Refurbishment and alterations   | Minor alterations   |   |
| Doors and Screens                   | Framing/screens/doors to new buildings including glazing, ironmongery, jointing and internal decoration | Internal maintenance and re-decoration. Repair/replacement of defective doors and screens                         | Provision of new (NOT repair/replacement)   |
| <b>Sanitary Services Lavatories</b> | In new buildings provision of all toilet fittings, waste plumbing and internal drainage                 | Repair/replacement of damaged sanitary ware, fittings, waste plumbing etc   | Provision (NOT repair/replacement of damaged sanitary ware)   |
|                                     | Large scale toilet refurbishment  | Small areas of refurbishment  | Provision/refurbishment (NOT replacement of damaged sanitary ware)  |
|                                     | Provision of disabled facilities and specialist facilities related to pupils                            | Repair/replacement of damaged fittings, waste plumbing etc.   | Provision (NOT repair/replacement of damaged fittings etc)  |

| Element   | Capital: as CIPFA Code of Practice  | Revenue: Repairs and Maintenance (applies to Community Schools and Aided Schools with a delegated revenue budget)               | VA School Governors Responsibilities (Full Details in DfES Document Determination of Financial Liability) |
|---|---|---|---|
|   | with statements   |   |   |
| Kitchens  | Kitchens in new buildings, complete with fittings, equipment, waste plumbing and internal drainage. Internal finishes and decorations | Maintain kitchen to requirements of LA. Cleaning out drainage systems. Re-decoration  |   |
| Kitchens (Cont'd)                               | General substantial refurbishment   | Repairs   |   |
|   | Large and costly items of equipment   | Repairs/replacement parts   |   |
| <b>Mechanical Services</b><br>Heating/Hot Water | Complete heating and hot water systems to new projects, including fuel, storage, controls, distribution, flues etc                    | General maintenance of all boiler house plant including replacement of defective parts, regular servicing and regular cleaning. | Provision of complete system (NOT repair/replacement or maintenance)                                      |
|   | Safe removal of old/damaged asbestos boiler and pipework insulation, where risk to Health and Safety                                  | Monitoring systems. Health and Safety issues  |   |
|   | Planned replacement of old boiler/controls systems past the end of their useful life  | Replacement of defective parts  |   |
|   | Emergency replacement of boiler plant/systems   |   |   |
| Cold Water                                      | Provision of cold water services, storage tanks, distribution, boosters, hose reels etc in major projects                             | Maintenance and repair/replacement of defective parts such as servicing pipes. Annual servicing of cold water tanks             | Provision of complete system (NOT repair/replacement or maintenance)                                      |
| Gas   | Distribution on new and major refurbishments, terminal units  | Repairs, maintenance and gas safety. All servicing  |   |
| Ventilation                                     | Mechanical ventilation/air conditioning to major projects   | Provision of local ventilation. Repair/replacement of defective systems and units   | Provision (NOT repair/replacement)  |

| Element  | Capital: as CIPFA Code of Practice  | Revenue: Repairs and Maintenance (applies to Community Schools and Aided Schools with a delegated revenue budget)  | VA School Governors Responsibilities (Full Details in DfES Document Determination of Financial Liability) |
|--|---|--|---|
| Other  | Swimming pool plant and its complete installation, including heat recovery systems  | 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 | If governors provided   |
|  | Fume Cupboards  | Repairs, maintenance and servicing   | Provision (NOT repair/replacement)  |
| <b>Electrical Services</b><br>General            | Main switchgear and distribution in major projects                                  | Testing/replacement of distribution boards. The repair and maintenance of all switchgear and interconnecting cables including that in temporary buildings                          | Provision (NOT repair/replacement or maintenance)   |
| <b>Electrical Services - General</b><br>(Cont'd) | Replacement of obsolete and dangerous wiring systems, including distribution boards | All testing, earthing and bonding to meet Health and Safety. All servicing   |   |
| Power  | Control gear, distribution, fixed equipment, protection etc                         | All testing, repair and replacement of small items of equipment  | Provision (NOT repair/replacement)  |
| Lighting   | Provision of luminaires and emergency   | Replacement of luminaires, all testing, adjustments and improvements to emergency  | Provision (NOT repair/replacement)  |
| Fire Alarm Systems                               | New Installations and substantial replacement                                       | Repair/part replacement  | Provision (NOT repair/replacement)  |
| Intruder Alarm Systems                           | Intruder Alarm Systems in new build   | Repair/replacement   | Provision and repair  |
| Passenger Lifts, Goods Lifts, DDA lifts, etc     | New Installations and major refurbishments  | Maintenance and Replacing parts  | Provision (NOT repair/replacement)  |
| Lightning Protection                             | Lightning protection in new build   | Repair/replacement and maintenance   | Provision and repair  |
| Solar and Photo-Voltaic Panel Installations      | New Installations and substantial replacement                                       | Repair/part replacement  | Provision (NOT repair/replacement)  |

| Element               | Capital: as CIPFA Code of Practice  | Revenue: Repairs and Maintenance (applies to Community Schools and Aided Schools with a delegated revenue budget)   | VA School Governors Responsibilities (Full Details in DfES Document Determination of Financial Liability)                   |
|-----------------------|---|---|---|
| Other                 | New installation of communication systems, radio/TV, call, telephone, data transmission, IT etc and provision in new build                        | Repair/replacement/ maintenance, including all door access systems  |   |
| <b>External Works</b> | Provision of new roads, car parks, paths, court, terraces, play pitches, steps and handrails, as part of major project, including disabled access | Maintenance and repair car park and playground markings   | Provision if part of statutory proposal project (NOT repair or maintenance)<br><br>Provision and repair of ramps and steps. |
| Miscellaneous         | Provision of walls, fencing, gates and ancillary buildings as part of major project   | Maintenance and repair of all perimeter/boundary/ retaining walls, fencing and gates  |   |
| Drainage              | Drains, soakaways, inspection chambers and sewage plant as part of new projects   | Maintenance and repair of drains, gullies, grease traps and manholes between buildings and main sewers. Cleaning of the above and unblocking as necessary | Foul drainage plus external gutters and drainpipes (NOT maintenance)  |
| Open Air Pools        | Structure, hygiene/safety in new build  | Hygiene, cleaning, maintenance and repairs, including replacement parts Simple energy savings systems   | If governors provided   |
| Services Distribution | Heating mains, gas mains, water mains, electricity mains – renewal of any above   | Annual servicing  | Provision grant aided but (NOT for repairs)   |