







SCHEME OF DELEGATION FOR ST. BEDE'S CATHOLIC JUNIOR SCHOOL

Authorisation and Certification		Orders	Invoices	Payroll	Virements	Acceptance of Quotes and Tenders	Writing Off Individual Invoices raised at school	Disposal of Assets	Cheque Signatories - Bank Imprest (2 of 3 Required)	Finance Leases	Credit card	Please Print name and provide specimen signature
Governing Body		No authority	No authority	No authority	Unlimited	Unlimited	Unlimited	Unlimited	No authority	No authority		
Finance Committee		No authority	No authority	No authority	Up to £5000	Up to £5000	Up to £500	Up to £500 Estimate	No authority	No authority		
Chair of Governors		No authority	No authority	Authorised – Headteacher payroll forms	No authority	No authority	No authority	No authority	No authority	No authority	No authority	PAUL OWEN 
Head Teacher		Unlimited	Unlimited	Authorised - excludes Headteacher overtime claims/payroll forms	Up to £2000	Up to £4000	Up to £200	Up to £200 Estimate	Authorised	No authority	Up to £5000 in one transaction	FAITH HOUSLEY 
Assistant Head Teacher		Up to £1000	Up to £1000	Authorised - includes Headteacher overtime claims/payroll forms	No authority	No authority	No authority	No authority	Authorised	No authority	No authority	STEPHENIE LLOYD-GREEN 
School Business Manager		Up to £300	No authority	No authority	No authority	No authority	No authority	No authority	Authorised	No authority	Up to £300 in one transaction	LYNSEY WILLIAMS 
Administrative Assistant		Up to £300	No authority	No authority	No authority	No authority	No authority	No authority	No authority	No authority	No authority	MEGAN LAWTON 
Premises Manager		Up to £200 (Estimate for Emergency repairs only)	No authority	No authority	No authority	No authority	No authority	No authority	No authority	No authority	No authority	NICHOLAS ORTIZ 

NB :

- In the prolonged absence of the Head Teacher, the Assistant Head Teacher will assume the Head Teacher's delegated powers.
- All leases must be referred to Financial Management for appraisal prior to entering into any agreement.

The Original Scheme of Delegation was approved by the Full Governing Body on

Minute No:

SCHEME OF DELEGATION

Governing Body	Authorisation of Orders	Certification of Invoices	Certification of Payroll Documentation	Authorisation of Virement	Acceptance of Quotes and Tenders	Writing off Individual Invoices raised at school	Disposal of Assets	Cheque signatories Bank Imprest (2 – 3 required)	Finance Leases	Nat West credit Card
Finance Committee	No authority	No authority	No authority	Unlimited	Unlimited	Unlimited	Unlimited	No authority	No authority	No authority
Chair of Governors	No authority	No authority	Authorised – Headteacher payroll forms	Up to £5000	Up to £5000	Up to £500	Up to £500 estimate	No authority	No authority	No authority
Headteacher	Unlimited	Unlimited	Authorised - excludes Headteacher overtime claims/payroll forms	Up to £2000	Up to £1500 without quotation Up to £4000 with quotation	Up to £200	Up to £200 estimate	Authorised	No authority	Up to £3000 in one transaction
Assistant Headteacher	Up to £1000	Up to £1000	Authorised - includes Headteacher overtime claims/payroll forms	No authority	No authority	No authority	No authority	Authorised	No authority	No authority
School Business Manager	Up to £300	No authority	No authority	No authority	No authority	No authority	No authority	Authorised	No authority	Up to £300
Administrative Assistant	Up to £300	No authority	No authority	No authority	No authority	No authority	No authority	No Authority	No authority	No authority
Premises Officer	Up to £200 (estimate for emergency repairs only)	No authority	No authority	No authority	No authority	No authority	No authority	No authority	No authority	No authority



Signature:

Chair of Governors: Paul Owen

Date: 06/01/2025