

Hendon School

Scheme of Delegation 2023-2024



Orders/Contracts/Commitments

Cost	Approval	Reporting
Up to £5,000	Approved by the finance team following submission from budget holder	Budget holders account
£5,001 to £20,000	Approved by Headteacher or authorised budget holder	Management accounts
£20,001 to £40,000	Approved by the Finance & General Purposes Committee	Minutes of F&GP committee
Above £40,001	Approved by the Governing Board	Minutes of the full Governing Board

Virements

Budget Type	Value	Authority	Reporting
Non Staffing	Up to £5,000	Head Teacher	Note to F & GP Committee
Non Staffing	£5,001 to £10,000	Finance & General Purposes Committee	Note to Governing Board
Non Staffing	£10,001 and above	Governing Board	Agreed by F & GP Committee then recommended to the Governing Board
Staffing	Any	Head teacher following agreement of Staffing Committee	Governing Board
Any	Where Balances are affected	Finance & General Purposes Committee	Reported to Governing Board