



Hendon School

Scheme of Delegation 2024-2025

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 |