

Date this sheet updated – 21st November 2023

SEABURN DENE PRIMARY SCHOOL

COMMITTEE INFORMATION SHEET

Chairperson: Mrs J Chalk

Headteacher: Mr J Howe

Term of office: 1 Year

Date Appointed: (Appointed at 1st Termly meeting of new academic year on **21st November 2023**)

Vice Chair: Mr M Wooler

Term of office: 1 Year

Date Appointed: (Appointed at 1st Termly meeting of new academic year on **21st November 2023**)

Constitution of the Governing Board - Term of Office 4 Years

The composition of the governing board is a total of 14 governors which includes the Headteacher among the staff representatives. (Reconstitution 15/07/15)

This governing Board is made up of:

- 9 Co-opted Governors
- 2 Parent Governors
- 2 Staff Governors (including the Headteacher), and
- 1 Local Authority (LA) Governor

Link Governors

Safeguarding Governor/Children Looked After: Mrs J Cattanach
Early Years Governor: Mrs J Chalk, Mrs A Hicks

SEND Governor: Mrs J Cattanach

Leadership & Management: Mrs J Chalk, Mrs J Turnbull

SFVS Governor: Mrs J Turnbull

Personal Development: Rev P Child, Mrs J Cattanach

Safer Recruitment Governor: Mrs J Chalk, Mrs J Cattanach, Mrs F Docherty

Quality of Education: Mr M Wooler, Mrs L Davidson, Mrs F Docherty

Pupil Premium / Sports Premium Governor: Mr J Pichal

Behaviour & Attitudes: Mr J Pichal, Mr J Doyle

Mental Health & Wellbeing: Mrs J Turnbull

Religious Education: Rev P Child

Travel & Subsistence Allowance

Governors agreed not to adopt a policy to pay expenses (at meeting on 25th September 2019 and reviewed October 2022)

Affiliations

The Governing Board agreed to subscribe to the Governor Training Programme.
The Governing Board agreed that the Local Authority's Governor Support Team would act as Clerk to the Governing Board for all committees.

Quorum

The quorum for meetings of the Full Governing Board shall be 50% of the current membership.

The quorum for Committee meetings shall be 3 Governors.

Full Governing Board Meetings

Chair: Mrs J Chalk	Vice-chair: Mr M Wooler
Membership: 14 Governors, including Headteacher + Associate Members (Chairs appointed at the Full Governing Board meeting of the Academic Year)	Clerk: Mrs S Edwards
	Quorum: 50% of current Governor Membership
	Frequency: Once Per Term

Finance & Resources Committee Meetings

Chair: Mrs J Turnbull	Clerk: Mrs S Edwards
Membership: 6 Governors + Headteacher + Associate Members (where appropriate)	Quorum: 3 Governors
	Frequency: Once Per Term (with Panels to meet as required)
Mrs J Turnbull, Mrs A Hicks, Mrs J Chalk, Mr J Doyle, Rev P Child, Mrs L Halliday (SBM) + Mr J Howe (Headteacher) + Mr G Smith (DHT) <i>where appropriate.</i>	
The Resources Committee will work closely with the Headteacher to discuss the following elements of Governance:	
<ul style="list-style-type: none"> - Finance, including the Schools Financial Value Standard - Premises, including; Lettings, Risk Assessment and Health & Safety - Personnel, including Staff Performance Management, Employment and Staff Discipline - Policy Reviews (Excluding Statutory Policies, which will be ratified by FGB) 	
The following panels will meet as required:	
<ul style="list-style-type: none"> - Headteacher Performance Management Panel (Quorum 2-3 Governors) - Pupil Discipline Panel (Quorum 3 Governors) - Complaints Panel (Quorum 3 Governors) - Selection Panel (HT/DHT Appointments) (Quorum 5 Governors, including Chair) - Selection Panel (Teaching Staff) (Headteacher + 1 Governor with Safer Recruitment) 	

School Improvement Committee Meetings

Chair: Mr M Wooler	Clerk: Mrs S Edwards
Membership: 7 Governors + Headteacher + Associate Members (where appropriate)	Quorum: 3 Governors
	Frequency: Once Per Term (with Panels to meet as required)
Mrs J Chalk, Mr M Wooler, Mr J Pichal, Mrs J Cattanach, Mrs L Davidson, Mrs F Docherty, VACANCY + Mrs J Howe (Headteacher) + Mr G Smith (DHT)	
The School Improvement Committee will work closely with the School Leadership Team and Curriculum coordinators to discuss the following elements of Governance:	
<ul style="list-style-type: none"> - School Improvement Plan / SEF - SEND - Achievement Overview - Ofsted - Curriculum 	
The following panels will meet as required:	
<ul style="list-style-type: none"> - Personnel Appeals (Quorum to match existing Committee. Staff would be excluded from attending) - Headteacher Performance Management (Review Officer) 	

1. FULL GOVERNING BOARD

Delegated Functions

- To determine the strategic direction of the school
- To monitor and evaluate the performance of the school by receiving reports from the Headteacher
- To agree constitutional matters, including procedures (Standing Orders) where the governing board has discretion
- To consider whether or not to exercise delegation of functions to individuals or committees
- To agree committees' terms of reference and membership
- To receive reports and ratify recommendations from committees/individual governors
- To consider business provided by the LA and other sources
- To investigate financial irregularities (head suspected)
- To agree selection panel for Head Teacher and Deputy Head Teacher appointments and ratify the appointment
- To suspend or end suspension of Head Teacher
- To draw up the instrument of government and amendments thereafter
- To elect or remove the chair and vice chair
- To appoint/dismiss the clerk
- To hold at least 3 governing Board meetings a year
- To set up a register of governors' business interests and complete an annual return
- To recruit/appoint new governors
- To appoint the chair of any committee (*if not delegated to the committee itself*)
- To suspend a governor
- To manage the budget and consider proposed revisions
- To approve the school development plan
- To decide whether to delegate power to spend the delegated budget to the head teacher and if
- To establish financial limits of delegated authority
- To oversee the preparation of the annual budget plan and ensure it links to the school development plan priorities, and to approve the annual budget.
- To approve the first formal budget plan of the financial year
- To ensure statutory policies are in place and there is an effective policy review cycle
- To review and agree the Governor Code of Conduct

*** Delegated levels of responsibility for authorising financial transactions:**

Each virement of budget provision, or acceptance of tenders / quotations are delegated as follows:

- Amounts up to £1,000 – School Business Manager
- Amounts over £1,000 and up to £10,000 – Head Teacher, or in their absence, the nominated deputy
- Amounts over £10,000 and up to £18,000 – Finance and Resources Committee

Amounts over £18,000 – Full Governing Board

2. SCHOOL IMPROVEMENT COMMITTEE

Delegated Functions

- To review, monitor and evaluate the curriculum offer.
- To monitor school based, local and national performance data and reports, evaluating achievement and progress, and analysing the performance of different groups and subjects including any underachieving groups.
- To monitor and evaluate the impact of the priorities identified in the School Improvement Plan which relate to the committee's areas of operation.
- Monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- To monitor the provision for and evaluate the progress and attainment of vulnerable groups e.g. children eligible for FSM, looked after children, young carers, to ensure all their needs have been identified and addressed, and to evaluate the effectiveness of intervention strategies.
- To ensure that the requirements of children with special educational needs are met, as laid out in the Code of Practice, and receive termly reports from the and/or SENCO. Head Teacher
- To ensure that the school meets the General and Specific Equality Duties in relation to teaching and learning, curriculum, achievement and progress.
- To monitor and review pupil attendance and exclusions information, and to evaluate strategies to improve these areas.
- To monitor the impact of the use of Sports Premium, Pupil Premium, Early Years Premium and Year 7 Catch Up Premium funding.
- To advise the Resources committee on the relative funding priorities necessary to deliver the curriculum.
- To oversee the school's contribution to pupil well-being, including the extent to which pupils feel safe, adopt healthy lifestyles and contribute to the school and wider community.
- To monitor and evaluate the engagement of parents with the school, parental views and how these are taken into account and consider ways in which home-school links can be further developed, making appropriate recommendations.
- To monitor and evaluate the effectiveness of communications with parents including statutory requirements such as the complaints procedure.
- To monitor community links and community use of the school and evaluate the school's contribution to promoting community cohesion.
- To ensure all statutory requirements for reporting and publishing information in an accessible way on the school website are met, and to review and monitor the school website to ensure that it is kept up-to-date.
- To monitor the provision of the Early Years Foundation Stage.
- To monitor the range of the extended school offer and evaluate its impact.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator, and to approve high risk educational visits.
- To monitor and review safeguarding incidents and practice within the school, including how the Child Protection Policy adopted by the governing Board is being implemented, and the impact of any changes in safeguarding personnel.
- To review and monitor the school's self-evaluation form.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.

Policies

- To ensure a statutory Accessibility Plan is established and adopted and is reviewed and re-adopted every three years.

- To ensure a statutory Governors' Statement on Behaviour & Discipline is established and adopted.
- To ensure a statutory Sex & Relationships Education Policy is established and adopted.
- To ensure a statutory Complaints Policy is established and adopted.
- To establish and adopt a non-statutory Assessment Policy, and to review and monitor the policy to ensure that it is operating effectively.
- To monitor the implementation and evaluate the outcomes of the Behaviour Policy, as written adopted by the Head Teacher.

Reporting to the Governing Board

- The Committee clerk will send the minutes (or draft minutes) of its meetings to the clerk of the Governing Board for inclusion with the agenda of the next meeting of the Governing Board.
- The Committee Chair (or, if the Committee Chair is not present at the full Governing Board meeting, any other member of the Committee who was present at the Committee meeting) shall report to the full Governing Board on any actions undertaken by the committee, as delegated to the Committee by the Governing Board, including but not limited to the approval of any policies.

*** Delegated levels of responsibility for authorising financial transactions:**

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- o Amounts over £1,000 and up to £10,000 – Head Teacher, or in their absence, the nominated deputy
- o Amounts over £10,000 and up to £18,000 – Finance and Resources Committee

Amounts over £18,000 – Full Governing Board

3. FINANCE & RESOURCES COMMITTEE

Delegated Functions

- To establish and maintain a three-year financial plan, taking into account priorities identified in the School Improvement Plan, the impact of potential changes in the number of pupils on roll, and any central government or local authority initiatives.
- To receive at least three budget monitoring reports each year from the Head Teacher and/or the school's finance officer, monitoring income and expenditure against the annual budget plan.
- * To ensure any expenditure, or any virements between budget heads, are in accordance with the levels set and in accordance with the LA's Scheme for Financing Schools and the School's Scheme of Delegation.
- * To approve Service Level Agreements that exceed the Head Teacher's delegated expenditure limit.
- To ensure the school meets the Schools Financial Value Standard (SFVS) and that the return is submitted to the Local Authority, and to undertake any remedial action identified as part of SFVS.
- To monitor the impact of the use of Sports Premium, Pupil Premium, Early Years Premium and Year 7 Catch Up Premium funding.
- To consider any local authority audit report and to act upon any issues identified or recommendations made in such reports.
- To review value for money and benchmarking information.

Premises, Health & Safety

- To provide support and guidance for the governing Board and the Head Teacher on all matters relating to the maintenance, development and repair of the premises and grounds, including health and safety issues.
- To receive reports in order to ensure the school is compliant with statutory health and safety regulations.
- To review the premises elements of the Accessibility Plan.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues, and to monitor the completion of any priorities for maintenance and development.
- To arrange professional surveys and emergency work as necessary (the Head Teacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff - in this event the Head Teacher would normally be expected to consult the committee Chair at the earliest opportunity).
- To ensure that that an annual fire risk assessment is carried out.

Staffing

- To approve and review the staffing structure (both teaching and non-teaching) for the school, and to ensure that the school is staffed sufficiently to meet the requirements of the School Improvement Plan and the effective operation of the school.
- The Governing Board delegates to the Head Teacher the appointment of staff, except to the posts of Head Teacher and Deputy/Assistant Head Teacher - a selection panel must be appointed by the full Governing Board in accordance with statutory regulations for these vacancies.
- To ensure that the school's Single Central Record is up-to-date, and that it is monitored by a governor periodically.
- In consultation with staff, to oversee any restructure process leading to staff reduction or redundancy.
- To consider requests made in line with staffing policies (secondment, flexible working, leave of absence, compressed hours).
- To monitor staff attendance and staff absence levels.
- To ensure that provision is made for the continuing professional development (CPD) of staff.
- To monitor the outcomes of the performance management process for staff, including the Head Teacher.

Pay

- To carry out an annual salary review of teaching staff (and if appropriate other staff) working at the school.
- To consider and determine recommendations for performance pay awards for teaching staff, the Head Teacher and Deputy/Assistant Head Teachers.

Policies

- To ensure a statutory Charging & Remissions Policy is established and adopted.
- To ensure a statutory Equality Information & Objectives Statement is established and adopted, and is reviewed and re-adopted every four years.
- * To ensure a statutory Financial Scheme of Delegation that clearly defines the responsibilities of the Governing Board, Head Teacher and school Staff for the financial, human and asset resource management of the school is established and adopted and is reviewed and re-adopted every year.
- To ensure a statutory Governors' Allowances Policy is established and adopted.
- To ensure a statutory Health & Safety and Risk Assessments Policy is established and adopted.
- To ensure a statutory Statement of Procedures for Allegations of Abuse Against Staff is established and adopted.
- To ensure a statutory Staff Capability Policy is established and adopted.
- To ensure a statutory Staff Capability Policy (sickness absence) is established and adopted.
- To ensure a statutory Teacher Appraisal Policy is established and adopted.

- To set (where appropriate) a non-statutory Lettings Policy for use of the school premises, and to ensure where one is set that it is adopted.
- To monitor the implementation of the Pay Policy, and where appropriate to recommend any changes to the governing Board (the Pay Policy can only be adopted or re-adopted by the governing Board).

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SEABURN DENE PRIMARY SCHOOL GOVERNING BOARD

DELEGATION PLANNER

This planner shows to which level the governing Board may legally delegate functions

KEY

Level 1: Full governing Board

Level 2: A committee of the governing Board

Level 3: An individual governor

Level 4: Delegate to Head Teacher

Level 5: Head Teachers day-to-day role

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

Column shaded: Can be delegated to this level but not recommended

X: Suggested delegation

		Decision Level				
Area	Tasks	1	2	3	4	5
		FGB	Committee	Individual Governor	Delegate to HT	HT day to day
Curriculum	To ensure NC is taught to all pupils & consider any disapplication				x	x
	To monitor, evaluate and review implementation of the curriculum information is published online		C&S			
	To ensure the school meets for 380 sessions in a school year				x	x
	To set the times of school sessions and the date of school terms and holidays (F&VA only)	x				
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activity outside of school)				x	X
	To ensure that only approved external qualifications and syllabuses are offered to pupils of compulsory school age				x	x
	To monitor standards of teaching					X
	To take responsibility for individual child's education					x
	To prepare and keep up to date a written policy on sex and relationships education		C&S			
	To prohibit political indoctrination and ensuring the balanced treatment of political issues				x	x
		Decision Level				
Area	Tasks	1	2	3	4	5
		FGB	Committee	Individual	Delegate	HT day to

				Governor	to HT	day
	To review and amend curriculum policies				X	X
	To ensure the school appoints and trains a SENDCO				X	X
	To review and monitor the schools SEND policy		C&S			X
	To discharge other duties in respect of pupils with SEND					X
	To review and monitor the governing Board's other policies to ensure inclusion (in regard to gender, social disadvantage, race equality and disability discrimination, religion, sexuality, age)		C&S			X
	To ensure that the school had appointed a designated teacher to support the achievement of CLA				X	X
	To ensure that the head teacher sends Foundation Stage assessments and KS1 teacher assessments to LA				x	X
	To monitor pupil achievement against set targets		C&S			X
	To approve off site visits and activities of up to 1 day				X	X
	To approve off site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea					X
RE	To provide RE in line with school basic curriculum (implementation)				x	X
	To ensure provision of RE in line with school's curriculum (monitoring)					
	To decide RE syllabus (VA/VC only)				x	X
Collective Worship	In all maintained schools to ensure that all pupils attend a daily act of collective worship				x	X
	To make application to SACRE to dis-apply the Christian requirements for collective worship				X	
	To make arrangements for collective worship in schools without religious character				x	X
Decision Level						
Area	Tasks	1	2	3	4	5
		FGB	Committee	Individual Governor	Delegate to HT	HT day to day
	To make arrangements for collective worship in VC or		C&S			

	VA schools (after consulting head)					
Pupil Voice	To plan and coordinate strategies to collect and consider pupil views		C&S			X
Behaviour	To decide a behaviour and discipline policy		C&S			
	To consider use of penalty notices		C&S			X
	Head Teachers have powers to search, with or without consent, a pupil whom the reasonably suspect is carrying a knife or other weapon					X
	Decide that it is appropriate for a particular pupil to receive educational provision off site intended to improve behaviour					X
	To arrange for requested pupils to be directed off site in order for them to receive educational provision which is intended to improve behaviour					X
	To exclude a pupil for a fixed term (not exceeding 45 days in total in a year) or permanently					X
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions (and fixed term exclusions where necessary)		PD			
	To direct reinstatement of excluded pupils		PD			
	To review exclusion data		C&S			
	To monitor and review pupil attendance				x	X
	To decide whether parenting contracts should form part of the schools attendance policy	x				X
	To implement parent contracts/home school agreements					X

Decision Level

Area	Tasks	1	2	3	4	5
		FGB	Committee	Individual Governor	Delegate to HT	HT day to day
Pupil Welfare	To decide the content, presentation, and cost of school food, and where there is a cash cafeteria system, set the standard meals allowance for those	x				X

	entitled to free meals					
	To ensure that school policy and procedure for CLA are consistent with the measures set out in the statutory guidance		C&S			X
	To decide whether to appoint a designated governor for Safeguarding Children or to retain as a full governing Board task	x				
	To carry out annual review of the Safeguarding Children and Child Protection policy and procedures and report to the LA		C&S			
Parents	To plan and coordinate strategies by which the governing Board can demonstrate its accountability and consult parents and community	x				
	To adopt and review parent contracts/home school agreement		C&S			
	To ensure that the school has an effective complaints policy		C			
	To hear complaints and appeals		C			
	To ensure that parents are provided with a privacy notice explaining how the school will use information provided by parents				x	x
	To publish a FOI scheme				x	X
	To respond to FOI requests					x
	To ensure that school lunch nutritional standards are met				x	
Community	To consider matters relating to the role of the school in the community, including PR	x				X
	To ensure that the school contributes to community cohesion		C&S			X

Decision Level

Area	Tasks	1	2	3	4	5
		FGB	Committee	Individual Governor	Delegate to HT	HT day to day
Extended Schools	To research and review the opportunities/challenges arising from extended school provision from a premises and resources perspective		C&S			X
	To research and review the opportunities/ challenges arising from extended		C&S			X

	school provision from a premises and resources perspective					
	To decide to offer additional activities under extended schools provision or to cease provision	X				
	To put in place additional services provided				X	
	To ensure delivery of services provided				x	x
Finance	To prepare the first formal budget plan having regard for best value	x				
	To approve the first formal budget plan each financial year	x				
	To monitor monthly expenditure					X
	To consider use and impact of pupil premium/PE Sports Grant		R C&S			
	To receive and consider monitoring reports at least 3 times a year.		R			
	To approve the writing off of irrecoverable debts to £500 and the disposal of surplus and damaged equipment/ obsolete stock			C of R		
	To enter into contracts above a set limit*		R			
	To enter into contracts below set limit*				x	x
	To approve/make payments according to approved system					x
	To establish and review ordering and payment systems		R			
	To set a charging and remissions policy		R			
	To ensure provision of FSM to those pupils meeting the criteria				x	X

Decision Level

Area	Tasks	1	2	3	4	5
		FGB	Committee	Individual Governor	Delegate to HT	HT day to day
	To approve virements between budget headings within agreed limits*		R			
	To receive and where appropriate respond to reports from the LA auditors and ensure recommendation are addressed		R			X
	To ensure that school fund is audited properly for presentation to GB				X	X
	To ensure that the school		R			X

	meets SFVS					
Planning	To agree how the GB will be involved in self-evaluation	x				
	To collect, analyse and present data to inform school self-evaluation				x	X
	To consider evidence and judgements for school self-evaluation presented by head teacher	x				
	To publish Ofsted report following inspection				x	X
	To ensure that recommendations following Ofsted inspection are incorporated in to the SDP	x				
	To agree priorities for SDP					
	To prepare draft SDP on agreed priorities					x
	To approve SDP	X				
	To monitor SDP	X				
Staffing	To develop, review and oversee implementation of GB personnel policies		R			
	To appoint head teacher	x				
	To appoint deputy head teacher	X				
	In VA schools to agree whether or not the Director of Children's Services /diocesan authority should have advisory rights	x				
	To appoint other teaching staff				x	
	To appoint teachers to SLT		H&D App		x	
	To appoint non-teaching staff outside of SLT				x	

Decision Level

Area	Tasks	1	2	3	4	5
		FGB	Committee	Individual Governor	Delegate to HT	HT day to day
	To ensure that all staff have necessary checks and are recorded on the SCR				x	x
	To monitor that staff safeguarding checks are complete and up to date			R Gov		
	To ensure that qualifying volunteers have DBS clearance				x	x
	To draft/amend and review whole school pay policy		R			
	To decide on recommendations relating to the pay of all staff		R			
	To implement disciplinary procedures					X

	To agree disciplinary/capability procedures		R			
	To dismiss head teacher		R			
	To dismiss other staff				x	X
	To suspend head teacher			Chair		
	To suspend staff					X
	To end suspension of HT		R			
	To end suspension except HT		R			
	To determine staff compliment		R			
	To approve applications for early retirement, secondment and leave of absence, flexible working		R			
	To establish and annually review the appraisal policy		R			
	To implement appraisal of staff					x
	To implement appraisal of HT considering external advice		HTApp			
	To draft and review a policy on absence management and monitor absence		R		x	x
	To agree and monitor a training strategy for teachers, support staff and governors	x				x
Premises	To obtain buildings insurance		R			
	To develop a schools buildings strategy and contribute to asset management planning arrangements		R			

Decision Level

Area	Tasks	1	2	3	4	5
		FGB	Committee	Individual Governor	Delegate to HT	HT day to day
	To procure and agree a maintenance strategy for new building developing a properly funded maintenance plan		R			
	To review security of premises and equipment				x	x
	To agree level of maintenance service the school will buy				x	X
	To research and be involved in drawing up an accessibility plan for the school				x	X
	To recommend a hiring policy to the GB and oversee its implementation				X	x
	To approve hiring policy and charges		R			
	To establish and review Critical Incident/Business		R			

	Continuity Plan					
	To conduct termly H&S site inspections		x	x		
H&S	To establish a H&S policy	x				
	To implement H&S arrangements					x
	To monitor H&S arrangements		R			
	To ensure that suitable risk assessments are prepared and action taken to minimise risk				x	X
	To monitor accident book and agree appropriate action		R			X
Admissions All Schools	To appeal against LA directions to admit pupils	x				
Organisations	To draw up an Inst of Govt and amendments thereafter	x				
	To ensure all statutory information features on school website	x				
	To agree proposals to change category of school	x				
	To consider forming, joining or leaving a federation					
	To consider acquiring a trust	X				
	To elect and remove a chair and vice chair of a permanent or temporary governing board	x				
	To appoint or dismiss a clerk	x				
	To decide on voting rights for associates on committees	X				

Decision Level						
Area	Tasks	1	2	3	4	5
		FGB	Committee	Individual Governor	Delegate to HT	HT day to day
	To appoint and remove community/co-opted governors	X				
	To appoint and remove associate members	x				
	To set up a register of governors interests	x				
	To establish and approve a governor allowances scheme		R			
	To consider whether or not to exercise delegation of functions to individuals or committees	x				
	To regulate GB procedures	X				
	To establish and review committees membership annually	X				
	To establish and review standing orders annually	X				
	To ensure statutory policies are in place and are adhered too	X				
	To establish and review GB code of conduct	x				

Terms of Use

The Purchasing Cards are to be used for one off items that are required by the school and are either cheaper to buy from local stores or are required immediately. The card can also be used to purchase supplies for various uses, i.e. food supplies, building supplies and materials for clubs, travel and hotel expenses.

Expected Suppliers are varied but regularly used suppliers can include Morrisons, Tesco, B&M, Wilko Wikes, Screwfix, Makro, Post Office/Royal Mail, Amazon.

Security of Purchasing Cards

Purchasing Cards are held by the members of staff and it is their responsibility for the safe keeping/storage of cards (as cards are used regularly).