# AYLSHAM LEARNING FEDERATION (ALF)
## FINANCE POLICY

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| Author: | Lynda Wilcox | | |

Ratified by the Governors' Business Management and Finance Committee on:

Signed .....

Chair

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This document is the formal Aylsham Learning Federation Finance Policy.

In line with Norfolk County Council's recommendations, the following appendices are integral to the policy and should be read with the policy.

Appendix A & A1- List of Governors and Terms of Reference for the Business Management and Finance Committee

Appendix B - Register of Pecuniary Interests

Appendix C - Governor Recommended Tasks

Appendix D - List of Authorised Signatories

Appendix E - Retention of Financial Records

Appendix F - Charging Policies – including Nursery

Appendix G - Bad Debt Policy

Appendix H - Redundant Equipment Policy

## 1. Governance

General

- A list of all governors, their membership of committees and terms of reference thereof, is attached at **Appendix A and A1.**
- The Governing Board meets at least once a term.
- Committees of the Governing Board meet at least once a term except the business management and finance committee, (BM & F), which usually meets twice a term.
- The Governing Board agrees, no later than at the end of the summer term the dates of meetings for the next school year.

The Governors

- The Governing Board through delegation to the BM & F committee endorses the annual budgets and the associated policies, e.g. charging, bad debt and redundant equipment policy.
- The Governing Board is responsible for the overall direction of the Federation; it determines the Federations' spending priorities and evaluates the effectiveness of spending decisions through the BM and F committee.

The Executive Headteacher

- The Governing Board delegates responsibility for the day-to-day management of the Federation schools finances to the Executive Headteacher and his team.
- The Head of Finance ensures compliance with the financial regulations in Norfolk's Scheme for Financing Schools.
- The Head of Finance ensures that sound systems of internal control are in place.
- The Head of Finance prepares draft budgets after consultations with the senior leadership teams of all schools within the Aylsham Learning Federation and John Bear Nursery.
- The Executive Headteacher agrees draft budgets with the Head of Finance and the Director of Business and Community Strategy.
- The Head of Finance monitors the budgets monthly and supplies the Executive Headteacher, Director of Business and Community Strategy, Headteacher and the BM&F Committee with monitoring information. The information takes the form of Norfolk's budget proforma, including relevant committed expenditure and is accompanied by the Head of Finance's written commentary.

The Staff

- Staff endeavour to comply with financial regulations in Norfolk's Scheme for Financing Schools and any school specific requirements.
- Staff are responsible for any budget whose management is delegated to them.

The Business Management and Finance Committee (BM & F)

- Membership is determined by the Governing Board and reviewed annually.

- The BM & F committee has responsibility for:
  - agreeing draft budgets for the Governing Board's ratification in time for submission to the LA by 1 May each year
  - all financial appraisals
  - forecasting numbers on roll and future budget shares
  - monitoring and adjusting in-year expenditure
  - ensuring accounts are properly closed and reviewing the outturn position
  - evaluating the effectiveness of financial decisions
  - administering voluntary funds

  as set out in the terms of reference for the BM & F committee.

Expenditure Limits

- The inclusion of an item in the approved budget plan gives authority to spend, save that the Executive Headteacher or Director of Business and Community Strategy seeks approval from the BM & F committee for any individual transaction in excess of £10,000 outside of an approved capital project. In an emergency, building and infrastructure repairs in excess of these amounts may be agreed via email with the Chair (or Vice Chair in her/his absence) of the Governing Board and reported at the next meeting.
- The Executive Headteacher, authorises virements up to £10,000, above this amount BM & F committee approval is sought. All virements are minuted.

Orders

- Quotations are obtained or tenders sought for purchases exceeding the limits set out in Norfolk's Scheme for Financing Schools.

Minutes

- Minutes are taken which record the basis for any decisions made and clearly state the decisions themselves. Draft minutes are usually circulated to members of the committee within two weeks of its meeting and are agreed and signed at its next meeting. The minutes of all committees are reported to the Governing Board.

Register of Business Interests

- The clerk maintains a register of business interest for Governors who influence financial decisions. The register is attached at **Appendix B.** The Head of Finance maintains a register of business interests for budget holders.

Key Financial Tasks

- The BM & F committee undertake the key financial tasks each term as outlined in the document at **Appendix C**.

## 2. Financial Planning

- The Federation and nursery development plans include a statement of their educational priorities to guide the planning process. Each school's development plan states the priorities in sufficient detail to provide the foundation for constructing budget plans.
- There is a link between the Federation and nursery annual budgets and their development plans.
- Where possible, for each of the key issues in the Federation and nursery development plans, costs and other inputs are identified and budgets prepared.
- The Federation and nursery budgets are revised after the review of the development plans and resources identified within the budget to deliver the plan's priorities.
- The Federation and nursery budgets are maintained for the current financial year and two further years.
- The Federation and nursery budgets are based on realistic estimates of all income and expenditure so that planned expenditure does not differ materially from the agreed budget.
- The Federation and nursery budgets and cash flow forecasts are profiled in accordance with likely spending patterns.
- In the event of a budget surplus, this is earmarked for a future specified use.
- A record is maintained of all ongoing commitments with explanations of any significant year-on-year changes.
- All new initiatives are appraised by the BM & F committee in relation to their costs, benefits and sustainability.
- The main elements of the budgets are fundamentally reviewed within a five-year cycle. Benchmarking information may be used to assist in identifying priorities.
- The Federation has an agreed formula to separate each schools funds should the federation de-federate.
- The Federation reviews annually on a three year cycle the revenue and expenditure linked to each school to ensure the long term sustainability of each setting.
- The budget cycle is as follows:

  <u>Spring Term</u>
  - If necessary, the Head of Finance and the Director of Business and Community Strategy prepare revised budgets for the current year for the BM & F committee to consider at its meeting in the first half of the term.
  - The budget revisions are approved by the BM & F committee and reported at the next meeting of the Governing Board.
  - The approved budget revision is sent to the LA by 28 February.
  - Draft budget plans for the coming financial year and two further years are prepared by the Head of Finance and Director of Business and Community Strategy and taken to the BM & F committee meeting before the 1 May. This will form the basis of the committee's recommendation to the Governing Board.
  - The Head of Finance submits the approved budget plans to the LA by 1 May each year.

  <u>Summer Term</u>

- The Head of Finance and Director of Business and Community Strategy prepare revised budgets for the BM & F committee to consider. The revisions take account of the actual balance in hand or overspending for the previous financial year.
- The budget revisions are approved by the BM & F committee and reported at the next meeting of the Governing Board.
- Each approved budget revisions are sent to the LA by the end of the summer term.

Autumn Term

- The Head of Finance and Director of Business and Community Strategy prepare revised budgets for the BM & F committee to consider. The revisions take account of any changes to each school's development plan, staffing adjustments and changes to the number of pupils on roll.
- The budget revisions, are approved by the BM & F committee and reported at the next meeting of the Governing Board.
- The approved budget revisions are sent to the LA by the end of the autumn term.

## 3. Budget Monitoring

- The Head of Finance produces monthly monitoring reports, which include committed expenditure.
- BM & F committee receives the monitoring reports at each meeting together with a verbal and written report from the Head of Finance. The monitoring reports takes the form of Norfolk's budget proforma.
- The report identifies and recommends to the BM & F committee appropriate remedial action for budget variances.
- The Executive Headteacher and or the Director of Business and Community Strategy and or the Head of Finance recommend to the BM & F committee how to vire any in-year underspends in excess of 8% (the Executive Headteacher is authorised to vire amounts up to £10,000). Any end of year underspends over 8% will be discussed by the business leadership team and an appropriate plan agreed to safeguard the money. This may include moving money into Devolved Formula Capital or completing an additional exception form with Norfolk County Council. Details of these arrangements will be reported to governors at the next BM & F meeting.
- The Head of Finance and Director of Business and Community Strategy monitor expenditure on initiatives in each schools' development plans.
- Holders of devolved departmental budgets are supplied with regular monitoring reports. The Head of Finance and finance officers monitor devolved budgets and agree remedial action plans where necessary.
- The Head of Finance and finance officers monitor cash flow to ensure the Federation does not go overdrawn, when appropriate.

## 4. Purchasing

- Orders comply with the LA's Standing Orders for Contracts as published in Norfolk's Scheme for Financing Schools.
- The Federation and nursery demonstrate value for money through competitive tendering when appropriate or other approved purchasing arrangements.
- Prior approval of the BM & F committee is obtained for any one expenditure in excess of £10,000. Orders are not artificially split to evade this limit.
- The Federation and nursery will not enter into any lease where the long term commitment opens the Federation up to financial risk. All new leases with over a £10k cost to the Federation over the length of the lease will go to Governors for approval.
- Three written quotations are obtained for any order whose value is estimated over £5,000.
- For transactions over £10,000, if a quotation other than the lowest is accepted it is reported to governors and the reasons minuted. In all other cases a note will be made why the lowest quote was not used.
- Contract specifications will contain the following:

    - contract duration
    - definitions
    - contract objectives
    - services to be provided
    - service quantity
    - service quality standards
    - contract value and payment arrangements
    - information and monitoring requirements
    - procedure for disputes
    - review and evaluation requirements

- The official pre-numbered orders are usually used for all services except utilities, rent, rates, petty cash and any payments due under a loan/lease agreement. Any urgent verbal order is confirmed by a written order and whenever possible orders are put onto STAR accounts.
    - Exception to this has been granted by governors for canteen provisions due to the impracticality, spend versus budget is regularly monitored
    - Further exception is made for orders that form part of an ongoing annual agreement or contract where the decision was made at the commencement of the agreement or contract and spend are in line with this agreement
    - Every reference numbers can be used in place of purchase orders on Star accounts for site team spends but the authorisation limits and other aspects of the process remain the same
- Individuals will not use official orders to obtain goods or services for themselves.
- All orders are signed by an authorised signatory and the finance office maintains an up-to-date list of signatories, **Appendix D.**
- The signatory will be satisfied that the goods or services are appropriate and necessary, that competitive tenders have been obtained where necessary and that there is sufficient budgetary provision.
- Whenever possible, when orders are placed they are entered in the Federation or nursery's financial system as a commitment.

- The schools check goods received against the delivery note and the delivery note is checked against the invoice. The invoice is also checked against the order. Evidence of this is provided by the use of rubber stamps approved by Norfolk Audit Services. The other checks indicated on the stamps are also carried out. When possible, these checks are not done by the person who signed the order.
- Payment is made within the agreed time limits after certification by an approved signatory.
- Whenever possible, cheques or BACS payments are not usually authorised for payment by the person who signed the order nor by the person who checked receipt of goods/services. Payment is only made against the original supplier's invoice and not on a statement.

## 5. Financial Controls

- A description of all the Federations' financial systems and procedures are maintained. These are updated as needed and all appropriate staff trained in their use.
- The Executive Headteacher has secured contingency arrangements to ensure that financial control can be maintained in the absence of key staff. These arrangements are:

    - in the long term absence of the Head of Finance the school finance staff will cover duties with the guidance and support of the Director of Business and Community Strategy.
    - in the long term absence of the school finance officers the Head of Finance and the other finance staff will cover duties.

    If necessary staff may be seconded from other schools within the Federation

- The Head of Finance has due regard to separation of duties in organising financial duties. Whenever possible, at least two people are involved in the completion of tasks and the work of one acts as a check on the work of the other.
- The schools maintain proper accounting records. All transactions can be traced from accounting records. The use of correcting fluid is not allowed. Any alterations to original documents are clearly made in ink and initialled to identify the person making the alteration.
- Documents relating to financial transactions are retained in line with the LA's recommendations, as outlined in **Appendix E.**
- All records are securely stored and access allowed only to authorised staff, i.e. the Executive Headteacher, Headteacher, Director of Business and Community Strategy, Head of Finance and Lead Finance Officer.
  Limited access is allowed to the finance and administration officers.
- Where there is a requirement to account separately for earmarked funding the Director of Business and Community Strategy and Head of Finance ensure this is done and that money is spent on its intended purpose.

## 6. Income

- The BM & F committee approves the Federation and nursery charging policies and reviews them annually. The charging policies - **Appendix F.**
- Proper records of all income due are kept. Lettings are approved by either the Director of Business and Community Strategy or the Head of Finance in accordance with the policy and recorded in the lettings system. The Federation letting policies are separate from the finance policy**.**
- Whenever possible, the responsibility of identifying and recording sums due is separated from the responsibility for collecting and banking income.
- Parents/carers are encouraged to use ParentPay or BACs. When this is not possible official receipts are given for all cash collected except where a collection record card is issued to a pupil for instalment payment for a school trip or for amounts under £10. Formal documentation is kept for other income. Receipts are kept securely. The Federation and nursery has an agreed procedure for taking card payments in person.
- Pending banking, cash and cheques are locked away.
- Income is banked promptly and in full. Paying-in slips show the analysis between cash and cheques. Income is not used for making any payment or for cashing personal cheques.
- Income recorded in the accounts is reconciled monthly with the bank statement.
- Where invoices are required, they are issued promptly.
- Debts are written off only in accordance with the Federations' bad debt policy, **Appendix G**.
- Money is collected regularly from any cash loaders or vending machines. Two people collect and count the money whenever possible.
- Any cash transfers between staff are usually recorded and signed for.

## 7. Banking

- For official funds, the Federation and nursery banks with Barclays Bank. The Local Management bank account name is AYLSHAM LEARNING FEDERATION *****720 and John Bear Nursery ******290. Bank reconciliations are completed monthly and any discrepancies resolved.
- When possible, the reconciliation statement is signed by the person undertaking the reconciliation and reviewed by the Head of Finance.
- All banking is undertaken by staff or collected by G4S.
- When possible, the person completing the reconciliation is not responsible for processing receipts and payments.
- Staff never use their private bank accounts for any receipt or payment due to or from the Federation budget or nursery.
- The Federation and nursery banker understands that they are not allowed to go overdrawn or negotiate overdraft facilities.
- Neither the Federation or the nursery would enter into any loan agreement without governor approval.

- All cheques or BACS transfers are signed by two authorised signatories and supporting vouchers are made available to each signatory to safeguard against inappropriate expenditure. Cheques are not pre-signed.
- All cheques are crossed 'account payee'. Cheque books are stored securely when not in use. Only manuscript signatures as used, i.e. not electronic or 'stamped'.

Online banking:

- The Head of Finance ensures that the correct staff are assigned the access rights within the banking online system that is appropriate (considering separation of duties) and ensure that these are kept up to date i.e. staff leavers.
- Online user ids/cards/pin numbers are specific to named staff and must not be shared with others. Each user is responsible for securely storing.
- The Federation and nursery adhere to the policies laid down by the banker in respect of online payments and ensure that the General Data Protection Regulations are not breached in regards to holding suppliers bank information.
- Supporting vouchers are made available to each authoriser to safeguard against inappropriate expenditure. The BACS Creator and BACS Authoriser must not be the same person.
- Each BACS payment will generate a remittance document, which will be sent to the supplier, either by post or by email, to notify them of their payment having been sent.

## 8. Payroll

- Personnel procedures, including appointments, promotions and terminations are overseen by the HR & PD Committee.
- The Director of Business and Community Strategy ensures that the duties of authorising any variations to the payroll are separated from the processing of claims.
- The Director of Business and Community Strategy ensures that at least two people are involved in completing, checking and authorising any variations to payroll, whether temporary or permanent.
- Names and specimen signatures of authorised signatories have been sent to the payroll provider who will be promptly notified of any changes.
- Only authorised staff are allowed access to personnel records, i.e. the Executive Headteacher, Headteachers, Director of Business and Community Strategy, Head of Finance, HR Manager, HR Assistant and Data Manager.
- Arrangements have been made for staff to access their own records. These are: the member of staff puts in a request to the Director of Business and Community Strategy, who then makes the necessary arrangements.
- Payroll transactions are processed only through the payroll system; this includes the payment of all expenses and benefits.
- The Director of Business and Community Strategy and Head of Finance ensure that the Federation and nursery keep up-to-date lists of teachers and other staff employed by the Federation. This is held on SIMS and maintained by the Data Manager and HR Manager and is amended as necessary.
- The monthly reports on payroll transactions are checked against the Federation and nursery budgets working papers to ensure they match.

## 9a. Petty Cash

- The Director of Business and Community Strategy and Head of Finance determine the level of petty cash to be held. The Federation no longer routinely hold petty cash but, should a need arise the following procedures will be followed:
- Cash is held securely and access to it is restricted to authorised staff, i.e. the Head of Finance and Finance Officers.
- Payments from petty cash are limited to minor items, up to £50 in value or £80 in minibus fuel.
- Payments from petty cash are approved by an authorised officer; they are supported by appropriate vouchers (including VAT invoice/receipt where necessary) and acknowledged by the recipient's signature.
- Proper records are kept of payments into or out of the funds.
- The petty cash fund is reconciled with the accounting records regularly. The reconciliation is reviewed and countersigned by a member of staff not involved in administering the fund.
- Personal cheques are not cashed from petty cash.
- If petty cash transactions have taken place within any given month, a petty cash control sheet is completed at the end of that month.

## 10. Tax

- The Director of Business and Community Strategy and Head of Finance ensure that all relevant staff are aware of relevant provisions concerning VAT, tax and the Construction Industry Scheme (CIS) as the LA will pass back to the Federation any penalties imposed on it arising from an error by the schools.
- Proper VAT invoices are obtained for all transactions involving VAT.
- The LA's VAT manual for schools gives details of accounting for VAT and is adhered to by the federation.
- All payments falling within CIS are made in accordance with the LA's agreed procedure.

## 11. Voluntary Funds – AHS and BVS School Fund and ALF Business Account

For voluntary and business funds, the schools bank with Barclays Bank. The bank account names are AYLSHAM HIGH SCHOOL *****083, BURE VALLEY SCHOOL *****936, and JOHN OF GAUNT *****611 and ALF BUSINESS *****560

- The school fund accounts and business accounts are accounted for separately from the Federation's delegated budget and is held in a separate bank accounts.
- The funds have not been registered with the Charity Commission.
- The governors have appointed a treasurer. The treasurer for the school fund accounts is the Director of Business Community Strategy. The business accounts are monitored

by the Executive Headteacher, Director of Business Community Strategy and the Head of Finance.

- The governors have appointed an independent auditor to audit SF accounts annual. The auditor's name and address is the Norfolk County Council Audit Department.
- The same standards that apply to the Federation and nursery delegated budgets, apply to the school fund and business accounts, except that it is kept on a receipts and payments basis rather than an income and expenditure basis.
- Only income unconnected with the delegated budget is credited to the schools' fund or business account.
- The Head of Finance presents the school funds audited accounts together with the auditor's certificate and written report on the accounts to the governors as soon as possible after the end of the accounting year. These are presented to the BM & F committee at their spring term meeting.
- The Head of Finance sends a copy of the school fund audited accounts and auditor's certificate to the LA as soon as the governors accept them and within 3 months of the end of the funds financial year.
- All online transactions are subject to the same procedures as that of the main school bank account.
- Each cheque or BACS transfer is signed by two authorised signatories and supporting vouchers are made available to each signatory to safeguard against inappropriate expenditure. Cheques are not pre-signed.
- All cheques are crossed 'account payee'.
- Cheque books are stored securely when not in use.
- Where no material income has been collected, it should be banked at least monthly.
- All income will be receipted, unless it is below the agreed minimum of £10.
- Bank reconciliations are carried out monthly.
- Cash withdrawals can be made by debit card to alleviate the need for signatories to travel into Norwich which is the most local Barclays bank. The debit card does not force a two signatory sign off and so the cash withdrawal request must be authorised by two signatories before any withdrawal is made. A cash withdrawal receipt is required and the cash is the receipted in to school by two different people to ensure it matches the authorised request.

## 12. Assets

- The Federation ensures that stocks are maintained at reasonable levels and are checked physically at least once a year.
- An up-to-date inventory is to be maintained of specified items of equipment. Those that are portable, valuable and desirable are identified as school property with security marking.
- The inventory should be checked at least every two years, in the autumn term. The inventory should be signed as evidence of the check having been undertaken. All discrepancies are investigated and any resulting in a loss of £300 or more will be reported to the governors. Any loss exceeding £1000 will be referred to the Head of Finance and Business Services Team. (NCC).
- Whenever school property is taken off site it is signed for and the register noted accordingly. The register is held by the ICT Department, (AHS) and school office, (BVS and JOG).

- The governors have approved a policy in relation to redundant equipment, **Appendix H**.
- The safe is kept locked and the keys removed and held elsewhere.
- The schools' asset management plan is supervised by the BM & F committee.
- The schools record donations to the school, either in cash or kind.

## 13. Insurance

- The Director of Business and Community Strategy and the Head of Finance review the Federation and nursery risks regularly to ensure that the cover available and the sums insured are adequate. Advice is available from RPA via their FAQs and email helpdesk
- The governors consider whether to insure against any uncovered risks.
- The Federation and nursery will notify RPA of any new risks or any other alterations affecting existing insurance for the Federation and nursery.
- The Federation and nursery will not give any indemnity to a third party.
- The Federation and nursery will immediately advise RPA of any accident, loss or other incident which may give rise to an insurance claim.
- Insurance will cover the use of Federation property when off the premises, e.g. musical instruments/computers.
- Separate insurance is required for all vehicles as these are not covered by the RPA scheme. A broker is used annually to ensure more than one quote is obtained and the best value policy is taken. All of the requirements set out above are pertinent to the vehicle insurance also.

## 14. Data Security

- Computer systems used for the Federation management are protected by password security.
- All data is backed up daily and the back-ups stored in a secure adjoining building, (AHS) or in a fireproof location, (BVS, JOG, Nursery).
- The Director of Business and Community Strategy has established a contingency plan for recovery from an emergency for each school.
- Only authorised software is installed on any school computer to safeguard against computer viruses.
- The governors ensure that the Data Protection Commissioner is notified in accordance with the Data Protection Act, and that the schools' use of any electronic or relevant manual systems to record or process personal information, and any disclosure of that information, complies with the legislation.
- There is an obligation for all staff to complete cyber security training for the RPA insurance cover to be valid

# The Aylsham Learning Federation
## Committees

### Business Management and Finance

Nicola Cannon

Tim Morgan (Chair)

Mr Jamie Olney

Mr Duncan Spalding

Mr Luke Tyce

Mrs Jenny Youngs

# AYLSHAM LEARNING FEDERATION

## BUSINESS MANAGEMENT AND FINANCE COMMITTEE

### Terms of Reference

The Governing Board (the GB) has delegated authority to this committee to make firm decisions on matters within its agreed terms of reference and on any other matters the GB may delegate at other times. The GB retains the right to alter any decision taken by the committee.

**Membership**
All governors will be members of the committee but there will be a core group of 5 governors, the Executive Headteacher and the Heads of School; if the Executive Headteacher cannot attend he will nominate a substitute.

The GB shall determine and review annually at the last full meeting of the academic year, the establishment, terms of reference, constitution and membership of the committee.

The GB may appoint associate members to the committee who will have the right to vote on committee resolutions in accordance with any restrictions placed upon them by the GB.

The majority of members of the committee shall be governors. A meeting may not proceed where the number of associate members present is greater than the number of governors who are committee members.

**Chairing**
The GB will appoint a Chair of this committee at its last meeting of the academic year.

**Quorum and voting**
The quorum for the committee's meetings will be 3 governors; associate members are not counted towards the quorum. Only governors who are members of the committee and associate members who are members of the committee may vote on matters considered by the committee.

**Attendance**
Members of the committee, the Executive Headteacher and Heads of School and the Clerk to the committee have the right to attend all committee meetings; other governors, members of the senior leadership team(s) and visitors may attend by invitation.

**Meetings**
The committee shall meet at least once a term and more frequently if required. Dates for meetings will be agreed at the last meeting of the GB in the academic year. The committee shall not meet without the Executive Headteacher or a substitute nominated by him being present.

**Clerking**
The GB shall appoint a Clerk to the committee. Committee members but not the Executive Headteacher or the Heads of School may clerk the meeting in the absence of the appointed Clerk.

**Reporting**
The Chair of the committee (or the Vice Chair in the absence of the Chair) shall report to the GB at its termly meetings on the business of the committee.

**Terms of Reference**

To provide guidance and assistance to the Executive Headteacher, Heads of School and GB in all matters relating to budgeting, finance, premises, health and safety and any other business management as follows:

## A. Policy Matters

1) To adopt and review at least annually a finance policy which relates to the local authority (LA) scheme of funding and budget adjustments/revisions and which sets out the financial processes, responsibilities and levels of delegation within the federation and schools where relevant.

2) To ensure that the Federation operates within the requirements of both national Financial Regulations and the Local Authority Financial Management Scheme.

3) To adopt, monitor and review annually all statutory financial policies including the charging and remissions policy, governors' allowances policy, and premises management documents.

4) To adopt, monitor and review a set of best value principles.

5) To ensure the GB complies with the requirement to publish statutory information on the schools' websites.

## B. Financial Planning

1) To approve and recommend for adoption by the GB a 3-year budget plan, taking into account the agreed priorities in the individual schools' development and improvement plans and the long-term vision for the Federation.

2) To approve and recommend for adoption by the GB a detailed annual budget plan that covers both revenue and capital expenditure, and takes account of the agreed priorities in the schools' development and improvement plans.

3) To agree the level of service agreements with the LA and/or other parties as necessary (to include contractors where relevant).

4) To determine with the Executive Headteacher, or the performance management group in respect of the Executive Headteacher's salary, the level of annual salary increments and awards

5) To receive and consider any recommendations made by other GB committees or senior leaders in the Federation that may have financial implications.

6) To prepare and recommend for adoption by the TACT governors a detailed annual budget plan that covers both revenue and capital expenditure and takes account of the agreed priorities of the TACT development and improvement plan.

## C. Financial Monitoring

1) To monitor the schools' income and expenditure throughout the year by scrutiny of budget control reports against the annual budget plan and to receive details of any required budgetary adjustments/revisions.

2) To report to the GB any significant anomalies in performance against the annual budget plan

3) To receive and respond to all audit reports, reporting to the GB any required action, and any action taken, to address issues raised by the auditors.

4) To carry out best value reviews in accordance with the best value principles

5) To review the schools' financial performance against comparative benchmarking data provided by the LA.

6) To review the schools' assets as recorded in the asset register, and to carry out an annual inspection of the buildings and premises in line with health and safety requirements.

7) To receive reports on, and ensure the audit of, non-public school funds.

8) To monitor the TACT income and expenditure throughout the year by scrutiny of budget control reports against the annual budget plan and to receive details of any required budgetary adjustments/revisions.

## D. School Financial Values Standard (SFVS)

1) To review and report to the GB on the SFVS self-assessment in preparation for the external assessment, ensuring:
    - a review of the schools' internal financial management systems and controls
    - that governors' knowledge, expertise and competencies are correctly recorded

2) To receive and respond to any report from the external assessors.

## E. Premises and Health and Safety

1) To carry out an annual review of all internal and external risk assessments relating to the premises.

2) To review and monitor the premises development plan.

3) To agree levels of delegation regarding premises maintenance and improvements.

4) To ensure compliance with health and safety regulations and adopt, monitor and review all relevant policies.

5) To report on any near misses, slips, trips and falls at each meeting.

# The Aylsham Learning Federation

## Register of interests

A register of interests for the selected board. Maintained schools can use this as their register of interests but please make sure yo
don't need to appear on the register. Trusts need to combine all boards and add details of Members and senior employees.

This report contains the register of interests for:

- Current governing board
- Other positions
- Historical positions

See the sheet selection at the bottom

## Current governing board

| | | Interests | |
|---|---|---|---|
| **Name and appointment** | **Organisation** | **Type of interest** | **Notes** |
| **Name:** Nicola Cannon<br>**Appointment:** Foundation Trustee<br>**Term of office start:** 04/01/2024<br>**Term of office end:** 03/01/2028<br>**Appointed by:** - | Norfolk County Council | Employment | Employed by Norfolk County Council as Business Design and Change Manager in the Strategy, Planning and Change Team within Children's Services. Transformation lead for fostering and children looked after. |
| **Name:** Tim Morgan<br>**Appointment:** Co-opted governor<br>**Term of office start:** 11/07/2024<br>**Term of office end:** 10/07/2028<br>**Appointed by:** - | Aldborough Primary School | Also a governor | - |

| | | | |
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| **Name:** Jamie Olney<br>**Appointment:** Co-opted governor<br>**Term of office start:** 11/07/2024<br>**Term of office end:** 10/07/2028<br>**Appointed by:** - | - | No declarations made. | - |
| **Name:** Duncan Spalding<br>**Appointment:** Executive Headteacher<br>**Term of office start:** 01/09/2008<br>**Term of office end:** -<br>**Appointed by:** - | - | Spouse is employed at Aylsham High School | - |
| **Name:** Luke Tyce<br>**Appointment:** Parent governor<br>**Term of office start:** 04/03/2025<br>**Term of office end:** 03/03/2029<br>**Appointed by:** - | - | No declarations made. | - |
| **Name:** Jenny Youngs<br>**Appointment:** Foundation Trustee<br>**Term of office start:** 04/03/2025<br>**Term of office end:** 03/03/2029<br>**Appointed by:** - | - | No declarations made. | - |

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| From | To |
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| 02/12/2024 | - |
| 20/05/2015 | - |

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| - | - |
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| - | - |
| 16/11/2023 | 16/11/2023 |

## Appendix C(a) - ALF Key Financial Tasks for Governors

| SPRING TERM | |
|---|---|
| BUSINESS MANAGEMENT & FINANCE COMMITTEE | *GOVERNING BOARD |
| Receive a budget control report for the current financial year, monitor, in detail, income and expenditure levels against budget, and project out-turn position. | Receive a budget control report for the current financial year with explanatory notes - monitor income and expenditure levels against budget. |
| Consider in detail the budget plan for the next financial year and two further years for recommendation to the full Governing Board, including details on grant and capital funds. | Consider and ratify the budget plan for the next financial year and two further years – no later than 1 May, including details on grant and capital funds. |
| Receive, and consider in detail, the audited school fund accounts. | Receive the audited school fund accounts. |

| SUMMER TERM | |
|---|---|
| BUSINESS MANAGEMENT & FINANCE COMMITTEE | *GOVERNING BOARD |
| Consider, in detail, the year end position for the previous financial year. | Receive a report on the year end position for the previous financial year, with an explanation of any variations. |
| Receive a budget control report for the current financial year and monitor, in detail, income and expenditure levels against budget. | Receive a budget control report for the current financial year with explanatory notes - monitor income and expenditure levels against budget. |
| Consider in detail a budget revision for the current financial year and two further years for recommendation to the full Governing Board – this revision would take account of the actual balance in hand or overspending for the previous financial year. | Consider and ratify a budget revision for the current financial year and two further years – this revision would take account of the actual balance in hand or overspending for the previous financial year and is to be sent to the local authority (LA) by the end of the summer term. |

| AUTUMN TERM | |
|---|---|
| BUSINESS MANAGEMENT & FINANCE COMMITTEE | *GOVERNING BOARD |
| Receive a budget control report for the current financial year and monitor, in detail, income and expenditure levels against budget. | Receive a budget control report for the current financial year with explanatory notes – monitor income and expenditure levels against budget. |
| Consider in detail a budget revision for the current financial year and two further years for recommendation to the full Governing Board – this revision would take account of any changes to the schools' development and improvement plans, staffing adjustments and changes to the number of students/pupils/children on roll. | Consider and ratify a budget revision for the current financial year and two further years – this revision would take account of any changes to the school development and improvement plan, staffing adjustments and changes to the number of students/pupils/children on roll and is to be sent to the LA by the end of the autumn term. |
| Prepare financial information for governors' annual report for parents/carers. | Include financial information in governors' annual report for parents/carers. |

* The full Governing Board delegates authority to the BM and F committee to approve budget positions, these decisions are reported at the full Governing Board meeting through the publish of minutes and chair reports to the full Governing Board. All documents provided to the BM and F by the business team are available for the full Governing Board to review on Governor Hub.

**Appendix D - List of Authorised Signatories**

**Aylsham High**
**BACS/CHEQUE SIGNATORIES:**
Duncan Spalding  Lynda Wilcox  Jo Tuttle  Phil Brockington  Chris Bridge

**AHS – SCHOOL FUND**
**BACS CHEQUE SIGNATORIES:**
Duncan Spalding  Lynda Wilcox  Jo Tuttle  Phil Brockington  Chris Bridge

| | | |
|---|---|---|
| ACTP | Aylsham Cluster Trust Press | Wilcox |
| AHS COVID CATH-UP | Specific catch up fund expenditure | Wilcox |
| AHS Provisions | AHS Provisions | Wilcox |
| ART | Art | Homewood |
| ART TEXTILES | Art Textiles | Homewood |
| ASH BUILDING | Aylsham Sports Hub Build | Wilcox/Tuttle |
| ASH MEMBERSHIP | Aylsham Sports Hub Membership Fees | Wilcox/Tuttle |
| AUDVIS | Audio Visual Equipment | Hampstead |
| BLICKLING | Blickling house | Nicholson |
| BTEC HEALTH | BTEC Health & Social Care | Wiseman |
| BUSI | Business Studies | Wright |
| CAR | Careers | Wright |
| CATCH UP | Catch Up Year 7 Funding | Bridge |
| CDT | Design & Technology | Sadler |
| CLUSTER | Costs associated with Aylsham Cluster | Wilcox/Tuttle |
| CONSTRUCTION | Resourses for construction course | Hood |
| CONSTUCTION BUI | Building Works for the new Construction Course | Tuttle |
| CONTINGENCY | Contingency fund | Wilcox |
| COPIER RENT | Photocopier rental charges | Wilcox |
| COPIER USEAGE | Photocopier copy charges | Wilcox |
| COVID-19 | Purchases made specific to Covid-19 | Tuttle |
| COVID CATH-UP | Specific catch up fund expenditure | Wilcox |
| CURRDEV | Curriculum Development | Spalding |
| DISCRET | Discretionary Fund | Wilcox/Spalding |
| DISP | Display | Wilcox |
| DRAM | Drama | Carr |
| EAL | English Additional Language Resources | Garnham |
| ENGL | English | Elliott |
| ENTER | Enterprise | Wright |
| ENTER SUBJECT | Enterprise Subject | Wright |
| EQIP | Suspense Account | Wilcox |
| EVENTS | Catering Dept Events | Bridgeman |
| EXAMRES | Exam Resources | Gilbert |
| FAM LEARN GRANT | Big Lottery Funding | Tuttle |
| FELBRIGG | Felbrigg House | Sexton |
| FRIENDLYFACES | Friendly Faces | McKenna |
| GEOG | Geography | Dobson |
| GIFTED | Gifted & Talented | Wilcox |
| H&S | Health & Safety | Tuttle |
| HARDSHIP | Hardship | Garnham/Wilcox |
| HIST | History | Thomas |
| HOLKHAM | Holkham House | Bates |
| HOSPCAT | Hospitality & Catering | Bridgeman |
| ICE | ICE Course | Sweatman |
| ICT | Information & Communication Technology | Collins |
| INSTRUM | Instrument Lessons | Wilcox |
| ITRE | I.T. Resources | Hampstead/Hillebrandt |
| JOG REFURB | Extension and refurb | Tuttle |
| LAC | LAC Funding | Garnham/Wilcox |
| LEISURE BUILD | Leisure Building | Tuttle |
| LIBRARY | Library Resourses | Lester |
| MANNINGTON | Mannington House | Allen/King |
| MARKETING | Marketing and Promotion | Tuttle |
| MATHS | Mathematics | McElwee |
| MEMORIAL BUILD | Monies towards memorial build | Tuttle |
| MFL | Modern Foreign Language | Dyson / Ravesse |
| MUSI | Music | Allan |
| NURSERY | Nursery Ependiture to be Recharged | Wilcox |
| NURTURE | Eagles Class | Sweatman |
| NURTURE PROJECT | Nuture Centre Garden Project etc | Sweatman |

| | | |
|---|---|---|
| OOCC | Other Occupational Costs | Tuttle/Andrew |
| PARENTING | Parenting | Harding |
| PARENTING DONATI | Uniform and Christmas | Harding |
| PASTORAL | Pastoral Support | Garnham |
| PE | P.E. | Claxton |
| PE CAPITAL | PE new equipment | Claxton |
| PE PROJECTS | PE Projects | Shaw |
| PLANNERS | Planners | Bridge |
| POOL | Swimming Pool | Evans |
| PSHCE | Personal, Social and Citizen | Poock |
| RE | R.E. | Jacquet |
| REFLECT | Reflections | Atherton |
| REWARDS | Trophies/open evenings/vouchers | Wilcox |
| SCHOOLCOUNCIL | School Council | Nicholls |
| SCIE | Science | Nicholls |
| SCIENCE BLOCK | New Science Building Project | Tuttle |
| SPNE | Special Needs | Garnham |
| TACT FAMILIES | The Aylsham Community Trust Families | Tuttle/Harding |
| TOILET REFURB | Toilet refurbishments | Tuttle |
| WELLBEING | Well-being | Tuttle/Wilcox |
| WOLTERTON | Wolterton House | Bradshaw |
| YOUNG | Young Chamber | Turrell |

Plus the folowing are authorised signatories but do not have a specific department: Teresa Andrews for site lines, Mike Hapstead fot IT lines, Darren Neale for swimming pool items, Sharon Smith for provisions and Phil Reeves for paper and priting costs u

**Bure Valley**

**AUTHORISING SIGNATORIES:**

Jamie Olney, Lynda Wilcox, Jenny Youngs

**BVS – SCHOOL FUND**

**CHEQUE SIGNATORIES:**

Jamie Olney, Lynda Wilcox, Jenny Youngs

| | | |
|---|---|---|
| BVS ART | Art | Olney |
| BVS BVS B&T CLUB | BVS Breakfast & Tea Club | M Tuttle/Olney |
| BVS CLASS RESOUR | Class Resourses | Olney |
| BVS COMPUTER | Computing | Olney |
| BVS CONTINGENCY | Contingency | Wilcox/Olney |
| BVS D&T | Design & Technology | Prescott |
| BVS DIS | Disadvantage Fund | Seal/Olney |
| BVS EAL | English as an Additional Language | Olney |
| BVS ENGLISH | English | Brookes |
| BVS GEOGRAPHY | Geography | Olney |
| BVS HISTORY | History | Olney |
| BVS HOS | Head of School | Olney |
| BVS LIBRARY | Library | Gough/Olney |
| BVS MATHS | Mathematics | Gough/Olney |
| BVS MFL | Modern Foreign Languages | Gough/Olney |
| BVS MUSIC | Music Resources | Taylor |
| BVS NURTURE | Nurture | Daubney/Olney |
| BVS PE | Physical Education | Warnes |
| BVS PE Grant | PE Grant | Olney/Pope |
| BVS PHSE | PHSE | Gough/Olney |
| BVS PLANNER | Student Planners | Gough/Olney |
| BVS PROVISIONS | Provisions for kitchen | Wilcox |
| BVS RE | Religious Education | Gough/Olney |
| BVS SCIENCE | Science | Vincent |
| BVS SEND | SEND Resourses | Daubney/Olney |
| BVS THEMED EVENTS | Themed Days and Events | Olney |

**John of Gaunt and John Bear Nursery**

**AUTHORISING SIGNATORIES:**

Sam Tovell, Caron Bliss (Lynda Wilcox and Jamie Olney to be added)

**SCHOOL FUND**

**CHEQUE SIGNATORIES:**

Sam Tovell, Caron Bliss (Lynda Wilcox and Jamie Olney to be added)

| | | |
|---|---|---|
| JOG CONT | Contingency | Wilcox/Olney |
| JOG CONSUMABLES | General class supplies | Olney |
| JOG HOS | Head of School | Olney |
| JOG MEALS | Income from Meals Purchased at JOG | Olney |
| JOG PARENTING | Parenting / Friends | Harding |

| | | |
|---|---|---|
| JOG PE GRANT | PE Grant | Olney |
| JOG PROVISIONS | Provisions for kitchen | Wilcox |
| JOG RECEPTION CL | Reception | Olney |
| JOG RUTH MISKIN | Ruth Miskin Resourses | Olney |
| JOG THEMED EVENT | Themed Days and Events | Olney |
| JOG WISH LIST | Wish List | Olney |
| JOG YEAR 1 | Year 1 Resourses | Olney |
| JOG YEAR 2 | Year 2 Resourses | Olney |

| | |
|---|---|
| John Bear Nursery | Olney/Bliss |

# Appendix E – ALF Retention of Financial Records

**ESTABLISHMENTS/DEPARTMENTS**

(Where appropriate records detailed apply to both Official & Unofficial Funds)

| Record Type | Detail of Record | Minimum Retention Period (years) |
|---|---|---|
| Paid Invoices | Paid by on-line direct input (schools' local bank accounts) | 6 + 1 |
| Cash Books | Full Books | 3 + 1 |
| Imprest Claims | Establishment/departmental copies | 2 + 1 |
| Copy of orders/internal requisitions | | 2 + 1 |
| Delivery notes | | 2 + 1 |
| Postage records | | 2 + 1 |
| Cheque stubs | Cancelled & Spoiled Cheques | 3 + 1 |
| Daily Transaction Sheets | File Copies | 2 + 1 |
| Bank Statements | | 3 + 1 |
| Petty Cash Records | | 3 + 1 |
| Educational Visits | Account/supporting documentation, final statements | 3 + 1 |
| Contracts | Quotations, tenders | 6 + 1 |
| Systems control & data vet reports | For own systems | 2 + 1 |
| Records of Controlled Stationery | | 6 + 1 |
| Payroll Master Records | Paid by on-line direct input | 12 + 1 |
| Personnel Records | As held by establishments and/or departments | Retain for one year after the end of the employment |
| Receipt Books | From date of last receipt in book | 6 + 1 |
| Bank paying-in books and slips | | 6 + 1 |
| Copy debtor accounts | | 6 + 1 |
| Till rolls | | 6 months |
| Cash register control readings | | 2 + 1 |
| Income collection registers | e.g. meals | 2 + 1 |
| Letting registers | Including copy receipts | 6 + 1 |

| | | |
|---|---|---|
| ESPO Order Books | | 6 + 1 |
| Trivia Order Books | | 6 + 1 |
| Inventories | Full books | 2 + 1 |
| Stock Records | Ledgers, bin cards, stock tables | 2 + 1 |
| Accounting code lists | | Current year + 1 |
| Budgetary Control Reports | | 2 + 1 |
| Commitment records | | 2 + 1 |
| Dinner Registers | | Current year + 2 |
| Accepted tender documents | From end of contract or extension | 6 + 1 or 13 + 1 if sealed deed |
| Contract variations | Changes during the contract term | 6 + 1 or 13 + 1 if sealed deed |
| Record of receipt and opening of tenders | From end of contract or extension | 6 + 1 |
| Record of terms and prices offered by all bidders | From end of contract or extension | 6 + 1 |
| Signed contracts plus key records e.g. surveys, site plans, bills of quantities | From end of contract or extension | 6 + 1 |
| Unsuccessful tenders | From end of contract or extension | 2 + 1 NB: Unsuccessful tenders are the property of the tenderer. If he requires return of paperwork it may be necessary to do so. The challenge period for unsuccessful tenders is only three months long - however documents should be retained for 2 + 1) |
| Unofficial Funds/ Voluntary Funds | Audited accounts/statements, cashbook, and supporting documentation. | 3 + 1 |

## Appendix F – ALF School Charging and Remissions Policy

## Charging Policy

## Charges for School Activities

Legislation allows schools to charge for certain activities which take place both inside and outside school hours. Norfolk County Council has adopted a policy, which it recommends to governors, but it is for governors of schools to decide whether or not to follow the policy. The school's charging policy must be described in its prospectus, which can be obtained from the school. It is also a requirement that the school's charging policy is provided on its website. If your child's school governors follow the County Council's charging policy, these are the activities and materials for which you will be charged:

Music tuition
Vocal or instrumental tuition, which is not part of the syllabus for an approved public examination, part of the national curriculum or provided under the first access to the key stage 2 instrumental and vocal tuition programme.

Charges may be made for tuition provided individually or to groups of any size, provided the tuition is provided at the request of the pupil's parent/carer.

No charge may be made in respect of a pupil who is looked after by the local authority (LA).

Ingredients and materials
Ingredients and materials for practical subjects where parents/carers have indicated in advance that they wish to receive the finished articles.

Travel
Schools **cannot** charge for:

- Transporting registered students/pupils/children to or from school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where arrangements have been made for pupils to be educated.
- Transport enabling a pupil to meet an examination requirement where prepared for that examination at the school.

Board and lodging
Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home. The charge must not exceed the actual cost.

Activities outside school hours
A charge can be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents/carers. The charge can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips

A residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than 50% of the number of half days taken up by the trip.

Schools **cannot** charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a public examination the pupil is being prepared for at the school or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can ask parents/carers for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School equipment
- General school funds

Children of parents/carers unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled. It is advisable to make parents/carers aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

Public Examinations

Charges are made for the entry of a pupil for a prescribed examination for which they have not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Remission of charges

Only parents/carers who are in receipt of Universal Credit (when fully rolled out), Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the national curriculum or fulfils duties relating to religious education.

Parents/carers who have difficulty meeting any charges should discuss the matter in confidence with the Executive Headteacher.

Library book returns

Where pupils who have books overdue by three months (12 weeks), and repeated reminders fail or books are lost, a charge of £5 towards a replacement will be made.

Activity Accounts

**The full contribution to an activity will be refunded if a child is absent due to illness.**

**If a trip has to be cancelled parental contributions will be refunded.**

All extra curriculum activities/visits will be reconciled individually and any surplus or shortfalls will be treated as outlined below:

Any surplus in excess of £25 per pupil will be refunded to the payer. Any amounts below this will be transferred into the School Funds General Account.

Any shortfall of £25 will be supplemented by the School Funds General Account. Shortfalls above £25 per student/pupil/child will be referred to the Director of Business and Community Strategy for authorisation.

**The nursery charging policy is now a separate document and was agreed earlier this year.**

Useful Links:

Learning Outside the Classroom guidance:
http://www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf

Latest DfE guidelines:
https://www.gov.uk/government/publications/charging-for-school-activities

# BAD DEBT POLICY

1. Wherever possible, income due will be collected before, at the time, or within a half term of when relevant sale or service is provided. Where this is not possible, an invoice will be raised for immediate payment.

2. All debts will be recorded and non-payment will be followed up by issuing reminders as outlined below. Where a service is being provided, this will cease immediately and the debtor will be informed of this in writing. The service will not be reinstated until the debt is cleared and payment of future services is made in advance.
   - 3 weeks from date of invoice - 1st reminder
   - 6 weeks from date of invoice - 2nd reminder
   - 9 weeks from date of invoice - final reminder

   If communication with the debtor has not resulted in a mutual understanding of when the debt will be repaid given any genuine mitigating circumstance then the final reminder will be sent by recorded delivery and threatens legal action if the account is not settled within 28 days.

3. After 28 days, where a debt is still outstanding, legal action will be considered and the debtor will be informed of this in writing. The debt may be referred to the County Legal Services, where appropriate.

4. Legal action will not be taken for debts under £100.

5. If, after every effort has been made to collect the debt and legal action is considered impractical or has been unsuccessful, individual bad (irrecoverable) debts may be written off in accordance with the following procedures:

   - those up to the value of £100 to be approved by the Director of Business and Community Strategy and reported to Executive Headteacher or Head of School;

   - those exceeding £100 and up to the value of £500 to be referred to the business management and finance committee for consideration and agreed, or referred to the Governing Board and Finance Business Partner (Children's Services) (as per Norfolk's Scheme for Financing Schools)

6. The VAT element of any debt must not be written off as this contravenes HM Customs and Excise statutory requirements.

## REDUNDANT EQUIPMENT POLICY

1 The Governing Board has the authority to declare equipment, furniture or any other assets or stores surplus to requirements and to arrange for their sale or write off, provided the items concerned were purchased in full or in part from its delegated budget. Land and building are always excluded from this authority.

2 Where the estimated disposal value of surplus or redundant assets (equipment) or stores is less than £500 (single item) and sale is to be by public auction or competitive tendering, authority for disposal can be given by the Executive Headteacher or Head of School and Director of Business and Community Strategy.

3 The prior approval of the Governing Board will be required where:
- The estimated disposal value is over £500, (single item)
- The sale is not to be by public auction or competitive tendering

4 Where the estimated disposal value is above £1000, these must be referred to the Head of Children's Services (Finance & ICT), (as per the Norfolk Scheme for Financing Schools).

5 A list of equipment over £1000 disposed of will be presented to the Governing Board at its next meeting. This list will show, so far as may be known, the item, department, date of manufacture or purchase, values when new and when made redundant (estimated where necessary) and disposal value.

6 The schools' inventory will be amended to show disposals and such entries will be endorsed by the Director of Business and Community Strategy.

7 The net income (i.e. excluding VAT) from the sale of surplus or redundant assets or stores purchased from the school budget will be credited back to the school budget.

# AYLSHAM LEARNING FEDERATION

## CHARGING POLICY
## JOHN BEAR'S NURSERY

| | | | |
|---|---|---|---|
| Policy Reference: | CT/Charging | Review Frequency: | Annual |
| Issue Number: | 02 (18.11.2025) | Next Review Date: | 19.11.2026 |
| Author: | L Wilcox | | |

Ratified by the Governors' Business, Management and Finance Committee on:

Signed: .....

Chair

---

John Bear's Nursery supports the entitlement to free 15 hour early years provision for 2, 3 and 4 year olds. In addition we also offer the 30 hour free childcare to those families who meet the criteria. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

Universal free 15 hours (or 30 hours) provision is available from the term following a child's second or third birthday up until they reach the compulsory school age, for every child, irrespective of background or circumstances.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

The entitlement is offered free. Parents/carers will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

Regulations prescribe that children become eligible for free early years provision on the dates set out below:

**2 year olds**

| A child born in the period | Will become eligible for a free place |
|---|---|
| 1st April to 31st August | 1st September following the child's 2nd birthday (Autumn Term) |
| 1st September to 31st December | 1st January following the child's 2nd birthday (Spring Term) |
| 1st January to 31st March | 1st April following the child's 2nd birthday (Summer Term) |

## 3 and 4 year olds

| A child born in the period | Will become eligible for a free place |
|---|---|
| 1st April to 31st August | 1st September following the child's 3rd birthday (Autumn Term) |
| 1st September to 31st December | 1st January following the child's 3rd birthday (Spring Term) |
| 1st January to 31st March | 1st April following the child's 3rd birthday (Summer Term) |

## Policy Aims

- Ensure our charges are fair and affordable.
- The government's free entitlement which covers 15 hours per week, over a minimum of 38 weeks, will be maintained at all times subject to session availability.
- The government's free entitlement which covers 30 hours per week, for those parents that meet the criteria, over a minimum of 38 weeks, will be maintained at all times subject to session availability.
- Ensure that the childcare we offer is flexible and meets the needs of working parents.
- Ensure parents/carers can easily identify on their invoice what charges are in relation to the additional hours from their free provision charges. The invoice will be itemized to provide clear and transparent information concerning the charge. It will allow parents/carers to see that the entitlement is received completely free of charge and understand the additional fees that have been applied.
- Parents/carers are not required to purchase additional hours in order to access the free provision. However, they are able to do so if they wish and session availability is there.

## Nursery Sessions

If your child is not entitled to funding or wishes to attend additional sessions (up to 50 weeks per year), our fees are shown below:

| Session and time | 2 year old session costs (From Sept 24) | 3 year old session costs |
|---|---|---|
| Session 1 – 7.30 am to 9.00 am | £12.00 | £10.00 |
| Session 2 – 9.00 am to 12.00 pm | £24.00 | £20.00 |
| Session 3 – 12.00 pm to 3.00 pm | £24.00 | £20.00 |
| Session 4 – 3.00 pm to 4.30 pm | £12.00 | £10.00 |
| Session 5 – 4.30 pm to 6.00 pm | £12.00 | £10.00 |
| Whole day (maximum of 10 hours) | £60.00 | £55.00 |

## Additional Charges

The additional charges below apply to all nursery users regardless of whether you are taking advantage of the 15/30 hours' free entitlement:

| | |
|---|---|
| Breakfast and activities | 50p per day |
| Session 2 snack and activities | 50p per day |
| Session 3 snack and activities | 50p per day |
| After school snack and activities | 50p per day |
| Snack tea | 50p per day |

There are no charges for lunch, families must provide a packed lunch for their child attending during lunch.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to the Nursery Manager/Headteacher. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement (contract).

Our fees are reviewed annually in July. Families will be given at least 6 weeks' notice in writing to inform them of any change, and given the opportunity to discuss their options with the Nursery Manager/Headteacher.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement (contract) is formalised.

If you are unable to pay these charges, please speak to the Nursery Manager to discuss alternative options available.

## Payment

All families will be issued an invoice on a termly basis. The payment term is 50% on receipt of invoice and remaining balance within 6 weeks of invoice.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

## Deposit

The deposit of £25 needs to be paid before any reservations are confirmed. For the return of nursery deposits, the notice period required is six weeks due to the financial commitment made and the time required to fill a vacant space; within the 6 week notice period the nursery

reserves the right to retain the full deposit. Deposits are returned to funded-only children two weeks after they begin attending their booked sessions. Deposits for non- or part-funded children are applied to their account as a payment.

If a settling period has been attended at reduced cost and the decision is made not to begin your permanent sessions, the settling period will then be charged for. Part or full payment will be taken from the deposit fee already paid.

The deposit will not be returned where a place is no longer required.

**Registration fee**

The nursery charges a £10.00 registration fee once a childcare place has been offered. This is voluntary for those families whose child(ren) only access the funding entitlement. On receipt of a registration fee, your child will be provided with a John Bear's Nursery book bag.

**Retainer fee**

The nursery reserves the right to apply a fee (100% contracted hours at current hourly rate) to keep a place open for a long period of absence.

**Increase in fees**

The nursery may increase fees and will give you written notice of any change at least four weeks in advance.

**Trips**

Charges for any trips undertaken at the nursery will be agreed in advance with families.

**Late collection**

An extra charge will be made for the late collection of a child.

If you collect your child more than 5 minutes late (calculated using office digital time) we will issue a polite reminder. For subsequent occasions, there will be an additional charge of £30 per late collection and a surcharge of £10 per 15 minutes after the first ½ hour, which includes the basic cost of keeping two senior staff members on site to care for a child "after hours". Whilst we have a legal responsibility and a professional duty of care to ensure that, a child is looked after if a parent/carer is not on time to collect a child, the nursery must operate within legal ratios and limits.