





SCHEME OF DELEGATION FOR THE HOLY SPIRIT PRIMARY SCHOOL - January 2021

Authorisation & Certification

	Orders	Invoices	Payroll	Virements	Acceptance of Quotes and Tenders	Writing Off Individual Invoices raised at school	Disposal of Assets	Cheque Signatories - Bank	Name of Individual	Specimen Signature
Governing Body	No authority	No authority	No authority	Unlimited	Unlimited	Unlimited	Unlimited	No authority	Not required	Not required
Finance Committee	No authority	No authority	No authority	Up to £5000	Up to £5000	Up to £500	Up to £500 estimate	No authority	Not required	Not required
Head Teacher	Unlimited (Credit Card £1000)	Unlimited	Authorised - includes all overtime claims	Up to £2000	Up to £2000	Up to £200	Up to £200 estimate	Authorised	Lorraine Connolly	
Assistant Head Teacher	Up to £1000	Up to £100	Authorised other than overtime	No authority	No authority	No authority	No authority	Authorised	Jenia Crabbe	
Office Manager	Up to £300 (Credit Card £1000)	No authority	No authority	No authority	No authority	No authority	No authority	Authorised	Caroline Dineley	
Site Manager	Up to £200 (Credit Card £1000)	No authority	No authority	No authority	No authority	No authority	No authority	No authority	Raymond Plumpton	

NB: in the prolonged absence of the Head Teacher, the Assistant Headteacher will assume the Head Teacher's delegated powers. During periods of absence of The Head Teacher authorisation is given to the Assistant Head Teacher to sign all forms for Payroll. Head Teacher to countersign photocopy of the form.