

# Walter Infant School & Nursery

## Integrated Finance Policy

Document Date: 16 November 2023

Version: 11.5

Next Review Scheduled: Autumn Term 2024

### Document History

Version	Author	Action	Date
6			
8.0	Finance Committee	Approved	12 <sup>th</sup> November 2015
8.1	Governing Body	Approved	25 <sup>th</sup> November
9.0	Finance Committee	Approved	10 <sup>th</sup> November 2016
9.1	Chair of Finance Committee	Register of Certifying Officers updated	6 <sup>th</sup> February 2017
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11.5	Finance Committee	Approved	12 October 2023
11.5	Full Governing Body	Approved	16 November 2023

**Review Date:** November 2024

## **Section 1: Introduction**

This policy has been produced to enable Walter Infant School & Nursery to have a clear statement that identifies the financial Terms of Reference, financial management, procedures and structure operating within the school.

These are all located in this one reference document, which is available to view should the need arise during an internal audit, external assessment or OFSTED inspection of the school.

## **Section 2: Roles and Responsibilities**

### **Section 2.1: The Role of the Governing Body**

The Governing Body is given their powers and duties as an incorporated body. The statutory responsibilities of the Governing Body are detailed in Section 21 of the Education Act 2002.

The Governing Body is the body ultimately responsible for the overall financial management and affairs of Walter Infant School & Nursery. It exercises this responsibility by establishing clear levels of delegation to the Head of the Finance Committee, the Finance Committee, to other Committees and to the Head Teacher.

The Head Teacher and the Finance Committee may, in turn, authorise delegation to other members of staff to ensure sufficient clarity of responsibility and separation of duties to secure the effective and efficient administration of the school's financial affairs.

The Governing Body has a strategic role in the financial management of the school and its key responsibilities include:

- Approval of this Internal Finance Policy and its reviews
- Approval of Annual Budget
- Authorisation of a financial plan
- Setting financial priorities through the School Development Plan
- Approval of the Financial Controls and Authorisation Schedule (see Appendix 1)
- Appointment and salary of Head Teacher
- Determination of the staff complement and pay policy for the school
- Approval of the School's Best Value Statement (see Appendix 2)
- Approval of any other financial regulations and procedures on an annual basis.
- To always act, for all matters, in the best financial interests of the school, its staff, its pupils, its parents and all other interested parties
- Assessment of any financial risks to the school.

Where there are serious concerns over the schools finances the Governing Body will report these to the Director of Corporate Services and the Director of Children, Schools and Families after considering the following –

- the likelihood of the risk.

- the impact of the risk to the school financial position, ability to operate, reputation, etc.
- the cost, time and resources associated with reducing the level of risk and whether these are justified and proportionate to the level of risk perceived.

## **Section 2.2: The Role of the Finance Committee**

The Finance Committee will act as a sub-committee of the Full Governing Body and will usually consist of 7 members as follows -

**Composition:** Head Teacher, School Business Manager, (at least) 4 members of the Full Governing Body (with one Governor acting as Chair) and Clerk.

Other members may be co-opted as required with the approval of the Head of the Finance Committee and the Chair of the Full Governing Body.

The Finance Committee will meet at least once per term. The school will produce a report to each meeting of the Finance Committee showing expenditure to date, compared to the budget set for each budget heading.

**Quorum:** 3 members of the Finance Committee of which one must be the Head Teacher

### **Roles and Responsibilities:**

The Finance Committee has responsibility for the following:

#### **Financial Competence:**

1. Ensuring that committee members have adequate financial competence to fulfil their role of challenge and support in the field of budget management.
2. Ensuring the committee has a clear definition of its responsibilities, those of the Governing Body and of the school staff in relation to financial governance and operation of the school.
3. Where required, providing financial guidance to the Governing Board, Headteacher and any staff as required.
4. Ensuring the business interests of any Governing Body members (and senior staff) are properly registered and taken into account so as to avoid conflicts of interest. This will include the completion of an annual written declaration of interests form by all governors and a declaration of interests being sought at the beginning of each committee meeting.
5. Ensuring the school staff include employees who between them supply the school with an adequate level of financial competence and that the school has adequate arrangements to cope with the absence of any specialist finance staff, eg on sick leave.
6. Ensuring the school reviews its staffing structure at least annually to ensure best financial performance.
7. Ensuring that all staff are aware of the school's whistleblowing policy and to whom they should report concerns.
8. Participating in staffing reviews and implement pay policies as appropriate.

***Policies and procedures:***

9. Reviewing the school's Integrated Finance Policy annually and recommend it (with any amendments) to the Full Governing Body for approval. This will include a review of the school's Financial Controls and Authorisation Schedule and the school's Best Value Statement. These documents will also be recommended (with any amendments) to the Full Governing Body for approval.
10. Ensuring there exist clear written descriptions of all financial systems and procedures.
11. Ensuring the school has procedures for purchasing goods and services that meet legal requirements and secure value for money.
12. Ensuring there are adequate mechanisms and processes in place to safeguard against fraud by staff, contractors and suppliers.
13. Ensuring the school has an accounting system that is adequate and properly run and delivers accurate reports, including the annual Consistent Financial Reporting return.
14. Reviewing the school lettings policy on an annual basis.

***Annual financial planning ie budget setting:***

15. Preparing and reporting upon an annual budget of income and expenditure to be presented to a full meeting of Governors before the year end and such supplementary estimates as may be required by the Governors.
16. Ensuring there is a clear and demonstrable link between the school's budgeting and its plan for raising standards and attainment.
17. Ensuring the school sets a well-informed and balanced budget each year (with an agreed and timed plan for eliminating any deficit if applicable).
18. Ensuring that the school is financially able to maintain its premises and other assets to an adequate standard and plans appropriate budgetary expenditure to avoid future urgent need for replacement as per the delegated responsibilities of the local authority.
19. Ensuring the school considers collaboration with others, eg on sharing staff or joint purchasing, where that would improve value for money.
20. Preparing and reporting upon a financial plan to be presented to a full meeting of Governors.
21. Annually reviewing Governors allowances if applicable.

***Monitoring:***

22. Regularly reviewing budget monitoring reports which contain detailed statements of income and expenditure, detailed departmental budgets and other evidence of delegated financial control, ensuring that full explanations are available. Ensuring that the full Governing Body receives a termly update on these monitoring reports of the school's budget and finances.
23. Minutes of Finance Committee meetings to be circulated at FGB meetings.
24. Ensuring the annual financial outcome is in line with budget projections, or if not, the Governing Body is alerted to significant variations in a timely manner.
25. Ensuring that any budget variations are investigated and their cause established and adequate planning put in place to prevent any reoccurrence or actions instigated to correct the variance where possible.
26. Ensuring budgetary balances are maintained at a reasonable level and that the school has a clear plan for using the money it holds in balances at the end of each year.
27. Ensuring the school has adequate arrangements for the audit of voluntary funds, including the annual appointment of an independent auditor to review the

voluntary funds and relevant procedures and to present an internal audit report to the Governing Body. Ensuring full implementation of audit recommendations and action plan.

28. Report to the Governing Body on the state of the school's premises, including a. undertaking regular health and safety checks, and b. any works, including costs, that have been carried out since the last Full Governing Body meeting

***Compliance (with national standards and internal policies and procedures):***

29. Making recommendations to the Governing Body, on an annual basis, as to the formal approval and adoption of the local authority Scheme for Financing Schools. Ensuring that the school maintains compliance with the Scheme.
30. Ensuring that there are no outstanding matters from financial audit reports or from previous considerations of weakness by the Full Governing Body.
31. Ensuring that the school adheres to its best value statement.
32. Assess the terms of any appropriate service contracts undertaken by the school and report on them to the Governing Body and monitor their implementation
33. Review and approval of the Pupil Premium Statement prior to publishing.

***Expenditure approval:***

34. Reviewing tenders received for contracts. Agreeing on which contractors are to be awarded contracts and to make recommendations to the full Governors meeting (see Appendix 4).
35. Receiving requests for authorisation to vire expenditure between budget headings as per limits set out in the school's Financial Controls and Authorisation Schedule (see Appendix 1).
36. Approving, after due consideration of costs and quality issues, the continuation (or cessation) of contracts, including LA sourced services.
37. Approving any debts written off.
38. Assessing any financial risk to the school and report this risk to the Full Governing Body.

***Financial planning:***

39. Ensuring the school makes forward projections of budget, including both revenue and capital funds, for at least three years, using the best available information.
40. Ensuring the school regularly benchmarks its expenditure against that of similar schools and investigates any category of spend that appears to be markedly different from similar schools.
41. Plan and prioritise the school improvement plan and any future major works that need to be carried out. Determine estimate of costs for these works and secure the relevant funding through the Finance Committee. Report on the outcome of these projects / works
42. Ensuring that the school has an appropriate business continuity or disaster recovery plan, including an up-to-date asset register.
43. Ensuring, in conjunction with the Head Teacher, that the school has in place sufficient insurance to mitigate any risks to the school's financial position, its ability to operate or its reputation.
44. Assessing the financial impact of any litigation, liabilities or other commitments and report these to the Full Governing Board.
45. Participating in any consultation with the local authority on funding reviews and amendments to the Scheme for Financing Schools.

## **Section 2.3: Role of the Head Teacher**

The Head Teacher has responsibility for:

1. The overall supervision of the day-to-day running of the financial affairs of the school. The Head Teacher can delegate specific responsibilities to members of staff as appropriate to their job descriptions, ensuring adequate separation of duties in both manual tasks and financial systems.
2. Ensuring that financial duties and procedures are distributed so that at least 2 people are involved.
3. Monitoring the financial position of the school on a regular (not less than monthly) basis.
4. Initiating consultations with the Chair of Governors and the Chair of the Finance Committee on any significant and exceptional financial circumstances or any financial matter that is causing concern. He/she should also report to the Chair of Governors –
  - Any failure in any respect of any member of the school staff to comply with these procedures.
  - Any circumstances which could adversely affect the schools finances.
  - Any matter of serious concern in relation to the schools finances.
5. Amending the agreed budget by virement between any budget heading up to the limits set out in the school's Financial Controls and Authorisation Schedule (see Appendix 1).
6. Authorising the purchase of individual items up to the limits indicated in the school's Financial Controls and Authorisation Schedule (see Appendix 1).
7. Ensuring that ear-marked funding is used for its intended purpose only.
8. Ensuring that all relevant financial staff are aware of VAT, Income Tax and other applicable regulations.
9. Preparation of the annual Pupil Premium Statement

## **Section 2.4: Role of the Deputy Head**

The Deputy Head will have the authority of the Head Teacher to continue the day to day running of the school's financial affairs when the Head Teacher is unable to do so.

At any other time the Deputy Head may authorise payments as per the school's Financial Controls and Authorisation Schedule (see Appendix 1).

The Deputy Head will also undertake such other duties or responsibilities relating to financial matters as may be required of them by the Head Teacher.

In exceptional circumstances or in an emergency situation additional authority may be obtained from the Chair of Governors and the Chair of the Finance Committee acting jointly.

## **Section 2.5: Role of the School Business Manager (SBM)**

The School Business Manager has responsibility for:

1. Monitoring all day-to-day records of the school and reconciling them with the records of the Local Authority as appropriate.
2. The regular preparation, from the school's accounting system, of reports that will show the position of the school's finances as may be required by the Head Teacher and the Governors.
3. Ensuring on a day-to-day basis that the financial procedures as set out in this document and following guidance issued by the local authority, are followed by all who may be involved in any way in the school's finances.
4. Ensuring school financial records are securely kept, with restricted access authorised by the Head Teacher and Chair of the Governors, for a minimum of 6 years after the year end.
5. Preparing and presentation to the Finance Committee and to the full Governing Body of reports on the school's finances in accordance with a pre-determined timetable as well as on an ad hoc basis as necessary.
6. Reporting to the Head Teacher any failure in any respect of any member of the school staff to comply with these procedures, any circumstances which could adversely affect the schools finances, any matter of serious concern in relation to the schools finances.
7. Management of staff appointed to undertake duties involving any aspect of the schools finances.
8. Management of the private funds and their bank accounts held by the school and regular reporting of their status to the Head Teacher, Finance Committee and Full Governing Board.
9. Authorisation of any lettings and ensuring hirers complete a Hirer's Agreement.
10. Duties commensurate with current job description.

## **Section 3: Charging Policy**

The Governing Body aims to promote and provide additional activities for pupils both as part of a broad and balanced curriculum and as additional activities and recognises the valuable contribution that these activities, including but not limited to clubs, practical activities and trips can make towards a pupil's personal and social education.

Any charges made by the school must meet the requirements of the Education Reform Act 1996 and the Governing Body endorse the guiding principles of the Act, in particular that no child should have their access to either curriculum or extra-curriculum activities organised by the school limited by charges.

Charges will not be made for any activity which forms part of the National Curriculum requirements.

Voluntary contributions may be requested by the school to cover any activities outside of the National Curriculum requirements. These contributions will be requested to cover costs including, but not limited to, transport, subsistence, external expertise, equipment

hire, materials and/or ingredients. The amount requested will not exceed the actual cost of provision per child.

Pupils of parents who do not make a voluntary contribution will not be discriminated against and remission of charges may be agreed by the Headteacher after discussion with the pupil's parent(s) or guardian(s).

The school reserves the right to cancel any activity or event should the costs of provision of that activity or event not be able to be met.

## **Section 4: Pupil Premium Statement**

Each year Walter Infant School & Nursery receives a Pupil Premium Grant (PPG) for a number of eligible pupils. The PPG funding received for these eligible pupils is allocated by the school to a number of different areas to particularly benefit these pupils including additional activities, teaching support, individual support, nurture groups etc.

The impact of the PPG spending is closely monitored by the school..

Each year the school, will publish a Pupil Premium Statement which will be available to all parents. This statement will detail –

- the amount of PPG received
- how the PPG was allocated including support and any curriculum focus
- the impact of the PPG allocation
- plans for the following year's allocation

The Pupil Premium Statement will be approved by the Finance Committee and the Chair of the Governing Body before publishing.

## **Section 5: Administration**

1. Codes to the safe are to be held by nominated members of staff and will be changed every September and if a nominated member of staff leaves.
2. School expenditure orders and relevant approvals must be obtained before any cash or cheques are paid for goods or services. These orders will be kept by the school Business Manager as a record of expenditure.
3. Cheques must be crossed "Account Payee Only", bear the signatures of two authorised signatories and MUST NOT be pre-signed.
4. Authorised cheque signatories will be detailed on the "Register of Certifying Officers" form (See Appendix 3) and this will be submitted to Wokingham Borough Council.
5. A bank mandate will also record the Certifying Officers and this will be held securely by the School Business Manager.

## **Section 6: Policy Approval**

Head Teacher –  
J. Wheeler



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Date.....

Chair of Finance Committee -  
S. Kennedy

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Date.....

Chair of Governors -  
G. Lokuciewski

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Date.....

**APPENDIX 1**

**Financial Controls and Authorisations Schedule**

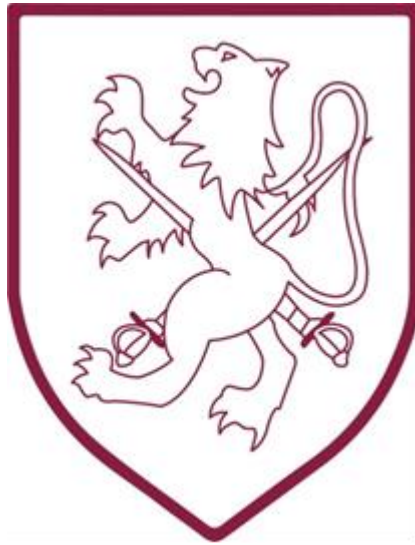
<b>Main Activity</b>	<b>Detailed Tasks</b>	<b>Full Governing Body</b>	<b>Finance Committee</b>	<b>Chair of Finance Committee</b>	<b>Head or Deputy</b>	<b>School Business Manager</b>	<b>Other</b>
<b>Annual Budget Planning</b>	Identifying priorities with reference to the School Development Plan (SDP)	✓			✓	✓	Input from sub-committees following proposals from staff & advisors
	Making recommendations & proposals	✓	✓		✓	✓	
	Examining projections of spending	✓	✓		✓	✓	
	Examining recommendations & proposals	✓	✓				
<b>Approval of Annual Budget / Financial Plan</b>	Deciding upon the annual allocations within laid down time scale	✓					
<b>Budget Monitoring</b>	Review financial report issued to Chair of Finance Committee each month			✓	✓	✓	
	Collating information & presenting reports to the Full Governing Body or Finance Sub-committee at least once a term					✓	
<b>Budget Virements over £5,000</b>	Deciding upon major virements in connections with annual allocations & in response to in-year budget variations or deciding upon minor virements in response to need during the course of the year	✓					
<b>Budget Virements of £3,000 to £5,000</b>			✓		✓		
<b>Budget Virements of up to £3,000</b>					✓		
<b>Reconciliation of Accounts</b>	Checking the completeness & accuracy of the accounts as shown on the budgetary control sheets/ monthly income & expenditure summaries / computerised accounting system				✓	✓	

	Seeking clarification & initiating queries				✓	✓	
<b>Main Activity</b>	<b>Detailed Tasks</b>	<b>Full Governing Body</b>	<b>Finance Committee</b>	<b>Chair of Finance Committee</b>	<b>Head or Deputy</b>	<b>Business Manager</b>	<b>Other</b>
<b>Carry-forwards: policy on &amp; use of retained balances</b>	Monitoring & identifying areas of overspend / underspend in course of, and at the end of, financial year		✓ Each term	✓ Monthly	✓ Monthly	✓ Monthly	
	Consider the implications of overspends / underspends for budget planning		✓ Each term		✓ Each term		✓ Each term Local Education Authority
<b>Purchasing (additional guidance given in Appendix 4 – Guidance Notes for Obtaining &amp; Processing Quotations)</b>	Obtain 1 quotation and raise a Purchase Order for purchases under £5,000.  Obtain 3 quotes and raise a Purchase Order for purchases between £5,000 and £50,000.  Purchases over £50k require a formal business case  All major projects to be led by the appropriate committee with recommendations to FC for approval. For final recommendation to FGB, if appropriate.	✓   ✓	✓   ✓	✓   ✓	✓   ✓	✓   ✓	
<b>Leasing Contracts</b>	Authorising expenditure, including long term & lease contracts, as per table below.		✓	✓	✓	✓	
<b>Authorise Expenditure</b>	Expenditure as set out in the current year budget				✓		And other cheque signatory
	Expenditure as set out in the current year budget up to a value of £1,000					✓	
	Non-budgeted expenditure with a value less than £3,000				✓		
	Non-budgeted expenditure with a value between £3,000 and £5,000		✓	✓			
	Non-budgeted expenditure with a value greater than £5,000	✓		✓			

Main Activity	Detailed Tasks	Full Governing Body	Finance Committee	Chair of Finance Committee	Head or Deputy	School Business Manager	Other
Income generation	Planning & initiating activities	✓	✓		✓	✓	
	Incorporating projected income into budget planning		✓		✓	✓	
Private Fund	Expenditure over £50 for which there is no matching income to be reported to Finance Committee on a termly basis				✓	✓	
Appointment and salary setting of staff	All permanent staff				✓	✓	
	Temporary staff				✓	✓	
	Supply staff				✓	✓	
	Head Teacher	✓					

Authorisation of Revenue and Leasing Contracts	All revenue and leasing contracts should be tendered and authorised as per the <b>Standing Orders for Contracts Entered Into By School Governing Bodies</b> , contained in <b>Annex D</b> of the Wokingham Borough Scheme for Financing Schools.
Authorisation of Capital Contracts	All capital contracts should be tendered and authorised as per the <b>Standing Orders for Contracts Entered Into By School Governing Bodies</b> , contained in <b>Annex D</b> of the Wokingham Borough Scheme for Financing Schools and subject to appropriate authorisation of capital funding.

**APPENDIX 2**



**Walter Infant School & Nursery**

**Best Value Statement**

**November 2023**

## **Introduction**

The Governing Body is accountable for the way in which the school's resources are allocated to meet the objectives set out in the school's development plans. Governors need to secure the best possible outcome for pupils, in the most efficient and effective way, at a reasonable cost. This will lead to continuous improvement in the school's achievements and services

## **What Is Best Value?**

Governors will apply the four principles of *best value*:

1. challenging how and why a service is provided (including consideration of alternative providers)
2. comparison of performance against other schools taking into account the views of parents and pupils
3. mechanisms to consult stakeholders, especially parents and pupils
4. embracing competition as a means of securing efficient and effective services

## **The Governors and school managers' approach**

The Governors and school managers will apply the principles of *best value* when making decisions about:

- the allocation of resources to best promote the aims and values of the school.
- the targeting of resources to best improve standards and the quality of provision.
- the use of resources to best support the various educational needs of all pupils.

Governors, and the school managers, will:

- make comparisons with other/similar schools using data provided by the LA and the Government, quality of teaching & learning, levels of expenditure
- challenge proposals, examining them for effectiveness, efficiency, and cost.
- require suppliers to compete on grounds of cost, and quality/suitability of services/products/backup, e.g. provision of computer suite, redecoration
- consult individuals and organisations on quality/suitability of service we provide to parents and pupils, and services we receive from providers.

This will apply in particular to:

- staffing
- use of premises
- use of resources
- quality of teaching
- quality of learning
- purchasing
- pupils' welfare
- health and safety

Governors and school managers:

- will not waste time and resources on investigating minor areas where few improvements can be achieved
- will not waste time and resources to make minor savings in costs
- will not waste time and resources by seeking tenders for minor supplies and services.

The pursuit of minor improvements or savings is not cost effective if the administration involves substantial time or costs. Time wasted on minor improvements or savings can also distract management from more important or valuable areas.

### **Staffing**

Governors and school managers will deploy staff to provide best value in terms of quality of teaching, quality of learning, adult-pupil ratio, and curriculum management.

### **Use of Premises**

Governors and school managers will consider the allocation and use of teaching areas, support areas and communal areas, to provide the best environment for teaching & learning, for support services, and for communal access to central resources, e.g. the library.

### **Use of Resources**

Governors and school managers will deploy equipment, materials and services to provide pupils and staff with resources which support quality of teaching and quality of learning.

### **Teaching**

Governors and school managers will review the quality of curriculum provision and quality of teaching, to provide parents and pupils with:

- a curriculum which meets the requirements of the National Curriculum, National Literacy Strategy and National Numeracy Strategy, the LA Agreed RE Syllabus, and the needs of pupils
- teaching which builds on previous learning and has high expectations of children's achievement

### **Learning**

Governors and school managers will review the quality of children's learning, by cohort, class & group to provide teaching which enables children to achieve nationally expected progress.

### **Purchasing**

Governors and school managers will develop procedures for assessing need, and obtaining goods and services which provide "best value" in terms of suitability, efficiency, time, and cost. Measures already in place include:

- Competitive tendering procedures (e.g. for goods and services above £5,000)
- Procedures for accepting "best value" quotes, which are not necessarily the cheapest (e.g. suitability for purpose and quality of workmanship)
- Procedures for the use of the Procurement Card are detailed in the Financial Procedures Manual.

Appendix 4 gives guidance for obtaining and processing quotations

### **Pupils' Welfare**

Governors and school managers will review the quality of the school environment and the school ethos, in order to provide a supportive environment conducive to learning and recreation.

### **Health & Safety**

Governors and school managers will review the quality of the school environment and equipment, carrying out risk assessments where appropriate, in order to provide a safe working environment for pupils, staff and visitors.

### **Monitoring**

These areas will be monitored for best value by:

1. In-house monitoring by the Headteacher and curriculum managers, e.g. classroom practice, work sampling
2. Annual Performance Management
3. Annual Budget Planning
4. Headteacher, School Business Manager and Chair of Finance monthly financial review
5. Analysis of school pupil performance data, e.g. SATs results, standardised test results, against all schools, LA schools, similar schools
6. Analysis of LA pupil performance data.
7. Analysis of LA financial data, e.g. ORACLE reports, against bench mark data for all schools, LA schools, similar schools
8. Analysis of DfES pupil performance data,
9. Ofsted Inspection reports
10. Governors' termly committee meetings
11. Governors' termly full governing body meetings
12. Governors' Annual Finance Review
13. Governors' Annual Report to Parents



## APPENDIX 3

### COMPLETION OF CERTIFYING OFFICERS FORM

This form is required to record each officer who has authorisation to sign for and commit the cost centre for expenditure. The responsibility for maintaining up to date records lies with the School Business Manager – Any change in personnel or financial limits **MUST** be notified to Children’s Services, Schools Finance at Shute End as soon as possible after the change takes effect. Please copy this form for future use.

#### Authorisation

Please tick the appropriate boxes where the officer has authorisation.

#### Financial Limits

The limit is the highest amount that can be authorised by that person. For example if a certifying officer can sign invoices for up to £2,000 then the financial limit for that person in that column will be £2,000. If in doubt about the overall financial limits for the Cost Centre, please contact your departmental finance section for advice.

Upon completion of this form, please return it immediately to Wokingham Borough Council, Children’s Services, Schools Finance, Shute End, Wokingham, RG40 1WN.

#### Memo Note on bank account signatories

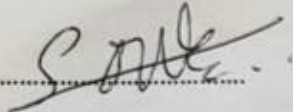
Bank	Account	Signatories			
Natwest	School IMPREST	J Wheeler	S Bell	A Pugh	
Barclays	Private Fund	J Wheeler	S Bell	A Pugh	

- In addition to signing cheques bank signatories can instruct the bank on cheque cancellation and bank administration tasks
- For both bank accounts two cheque signatories are required

**REGISTER OF CERTIFYING OFFICERS**

Approved by Chair of Governors

School: WALTER INFANT SCHOOL & NURSERY

(Signature) 

Cost Centre: 41144

Ghislene Lokuciewski

Date: 11.10.22

Surname	Initials	Signature	Position Held	Invoices £	Cheques £	BACs £	Journals £	Purchase Order £	Payroll £	Imprest £
Wheeler	J		Head Teacher	£20,000	£20,000	£26,200	£20,000	£20,000	No Limit	£26,000
Bell	S		Acting Deputy Head	£20,000	£20,000	£26,200	£20,000	£20,000	No Limit	£26,000
Pugh	A		Acting Business Manager	£2,000	£2,000	£26,200	£2,000	£2,000	-----	-----

## **APPENDIX 4**

### **GUIDANCE NOTES FOR OBTAINING & PROCESSING QUOTATIONS**

#### **1.0 Purpose**

These guidance notes are primarily for the specification, obtaining quotations and for the placement of an order /contract of works that come under the general heading of 'building works'.

#### **2.0 Scope**

These guidance notes are for use when Walter Infant School & Nursery are solely procuring the goods, works, or services. It does not cover the following:

- When the Property Services Department (PSD) of Wokingham Borough Council (WBC) are acting on behalf of Walter Infant School & Nursery to procure any goods, works or services.  
This is likely to occur when the requirement to purchase any goods, works or services are outside the scope, capabilities or expertise of the school or the Governors.
- When the Property Services Department of Wokingham Borough Council (WBC) are carrying out maintenance / building work on Walter Infant School & Nursery that is outside the budget / funding allocation of the school.

#### **3.0 Related Documents & Abbreviations**

Wokingham Borough Council Financial And Procurement & Contract Regulations.

Wokingham borough Council Approved Contractor List.

Walter Infant School & Nursery Integrated Finance Policy.

WBC - Wokingham Borough Council.

PSD - Property Services Department of Wokingham Borough Council.

USR - User Requirement Specification.

RFQ - Request for Quotation.

#### 4.0 **Introduction**

Walter Infant School & Nursery has devolved financial budgets from WBC, these enable the school to purchase goods, works, or services that contribute to the efficient and effective running of the school. The rules governing the procurement of these, to which the school must strictly adhere to, are contained within the '**Wokingham Borough Council Financial And Procurement And Contract Regulations**'. Section 12 Para 12.2.9 of these regulations is summarised in the following section.

##### **Note:**

It is important that the WBC Procurement & Contracts Manager, or their representative, is consulted if there are any queries, advice or guidance needed on any procurement / contract matters.

#### 5.0 **Summary Of WBC Regulations For Contracts less than £50,000**

In consultation with the Head Teacher, the School Business Manager must carry out a quotation exercise for any procurement under £50,000.

##### 5.1 **Contracts with a total value estimated less than £5,000**

- The School must ensure best practice is achieved by securing one quotation and issuing a Purchase Order.

##### 5.2 **Contracts with a total value estimated £5,000 to £50,000**

- The School must obtain a minimum of three quotations from suitable contractors in a written format (letter or email).
- Quotations must be retained and a written record of the evaluation/selection process kept.

##### 5.3 **Contracts with a total value over £50,000**

- The School must submit a formal business case.
- Quotations must be retained and a written record of the evaluation / selection process kept.
- Carry out financial appraisals so that the risk of a supplier ceasing trading and impacting on service delivery is minimised.

**Note:** Financial credit reports can be obtained upon email request to the Finance Systems Team.

- Carry out technical appraisals / reference checks to ensure that a potential supplier has the technical ability and capacity to deliver the goods, services or works required.

##### **Note:**

This will be carried out with the support of the School Governors and by using WBC Approved Contractors.

## 6.0 **Process For Obtaining and Acceptance Of Quotations For Minor Or Low Value Projects / Works i.e. Under £5,000**

Where the budget for a project or low value works has been approved by the Governors of the School Finance committee and that budget is under £5,000 the School shall prepare an outline brief / description of the requirement. This, together with the date by when the bids are to be received, shall then be sent by the Schools Business Manager to at least three (or more) Contractors / Companies. These shall be selected from the WBC approved list of Contractors, or they have been recommended by other schools. As soon as possible after the closure date by which the written quotations should have been received the Business Manager shall produce a list. This shall detail those Contractors / Companies who have been approached to submit bids together with their costs and when they can do the work.

This is then presented by the Head Teacher to the Finance Committee and its Chair with the recommendation that a contract be placed with the Company that offers Best Value for Money.

Where the expenditure is between £3,000 and £5,000 the Chair of the Finance Committee shall give approval for a contract to be placed with the preferred Company.

At the appropriate time all of the other Contractors, who have bid for the work shall be informed that they have been unsuccessful. This is generally once the Chair of the Finance Committee has agreed that a contract may be placed.

## 7.0 **Process For Obtaining and Acceptance Of Quotations For Projects / Works Which Are Over £5,000**

### 7.1 Specifying Requirements

Any works that are required by the School these are to be documented in a User Requirement Specification (USR). This specification shall provide an outline description of the works required in clear and unambiguous terms. It should not describe how the works are to be carried out.

In addition a further document should be produced stating when the School expects the works to be carried out. In addition it should describe how the contractors (if selected) are to structure their response to the above specification and when their proposal, including costs and timescales is to be returned to the School.

### 7.2 Selecting Contractors To Be Invited to Bid For Carrying Out The Works

WBC Property Services Department maintains a list of Approved Contractors. The School should only use Contractors from this list to carry out the works detailed in the USR. However if there are very good reasons not to use Contractors from this list then these shall be fully documented. In this case the School must endeavour to ensure that the chosen Contractors have the necessary capabilities, insurance cover and are financially viable to carry out the work and for the warrantee period.

If the works required are not able to be done by any of the Contractors on the above list the School shall seek references / reports from other organisations who have carried out similar works. From this information, plus that obtained

from any other sources, the School shall select the bids from appropriate contractors.

### 7.3 Obtaining Bids / Quotations To Carry Out The Works

It is a requirement of the WBC Financial Regulations that the School shall obtain at least three bids / quotations to carry out any building / maintenance works. To fulfil these regulations the School shall seek bids from at least four, or more Contractors.

The School Business Manager shall approach a number of Contractors describing the nature of the works required and the timescales for the works to be carried out. In doing so the Business Manager shall enquire if they are willing to bid for the work.

A list of those Contractors approached shall be established, together whether or not they are willing to submit a bid.

#### **Note:**

It is recognised that there are limitations on the number of Contractors who are qualified to carry out such works that the School may require and also that a Contractor/s may not be willing to bid for these works.

The School Business Manager shall send a Request For Quotation (RFQ) to each of the Contractors who have indicated that they are willing to submit bids / quotations. The RFQ shall contain copies of:

- The USR.
- Any other supporting documentation e.g. how the responses / bids are to be structured.
- The date /s by when the Contractors proposals and bids / quotations are to be submitted to the School. It is important that the Contractors are given sufficient time to prepare and submit their bids.
- The School Business Manager may invite the Contractors to visit the School to discuss the works required.

### 7.4 Opening The Contractors Bids

As soon as possible after the closing date for the return of the bids from the Contractors the School Business Manager shall open all of the bids. Against each of the Contractors invited to bid the School Business Manager shall add to the list / table stated in section 7.3 of these guidance notes:

- The name of the Contractor who was invited to bid and whether or not they have submitted a bid / quotation.
- Whether their submission is compliant with the USR and other relevant documentation.
- The cost of their submission.
- Whether they can carry out and complete the works in the Schools required timescale.

#### **Note:**

Any Contractor who has **NOT** returned their proposal / bid for carrying out the work/s within a reasonable time of the closure date for the return of their submission shall be excluded from taking any further part of the

bidding process. In this case the School Business Manager shall inform the Contractor of their position.

- 7.5 If required the School Business Manager may seek clarification on any of each of the returned bids. The School Business Manager shall then inform the Head Teacher and the Chair of the Finance Committee the results of the bidding process by sending / discussing with them the contents of the table of those Contractors invited to bid and each of their submission. As a result of these recommendations should be made to either:
- a) Convene a meeting, or make contact by e-mail, with the Finance Committee informing them of the results of the bidding process.
  - b) Cancel the whole bidding process, because of lack of available finance, or non –compliant returns from the Contractors, or lack of time for the work to be carried out.

#### 8.0 **What If There Are Not Three Bids Received From The Contractors**

The School Business Manager shall submit a brief business case to the WBC Procurement & Contracts Manager, or their representative, requesting that the School may place a contract even though less than three (3) bids had been received. This business case shall detail the process that the School had followed and what were the outcomes. An important part of the case will be the list /table (see para's 7.3 and 7.4) which state how many Contractors who were approached to bid, how many actually responded and submitted bids and what were the bids. Included in the case will be the recommendation that the Contractor chosen has been selected based on Best Value for Money.

In recognising that the School has by best endeavours tried to obtain three quotations for the work/s to be carried out, the WBC Procurement & Contracts Manager, or their representative, will give their permission to proceed.

#### 9.0 **Award Of Contract**

Before any contract is awarded the School Business Manager will prepare a summary of all of the Contractors approached to bid and their resulting submissions, together with any approvals (where required) from the WBC Procurement & Contracts Department. This is then presented by the Head Teacher to the Finance Committee and its Chair with the recommendation that a contract be placed with the Company that offers Best Value for Money.

Where the expenditure is greater than £5,000 the Chair of the Finance Committee will seek the authorisation of the Full Governing Body for a contract to be placed with the preferred Company.

**At the appropriate time all of the other Contractors, who have bid for the work shall be informed that they have been unsuccessful. This is generally once the Chair of the Finance Committee has agreed that a contract may be awarded.**