

# TWERTON INFANT SCHOOL & NURSERY



Excel at Twerton  
- the school that cares

## Finance Policy 2017-18

Date Adopted: May 2017

Next Review: May 2018

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# TWERTON INFANT SCHOOL & NURSERY

## FINANCE POLICY 2017-18

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### Finance Policy

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### 1 Governance

The governing body is responsible for ensuring that the school meets all obligations placed upon it by the Secretary of State for Education. It is collectively responsible for the overall direction of the school and its strategic management – it is responsible for setting educational and financial priorities, and for ensuring the budget is managed effectively.

The roles and responsibilities (including any limits of delegated authority) of the governing body, its committees, the Headteacher and other staff in relation to financial decision making and administration are set out in:

**Appendix 1**    **Scheme of Financial Delegation & Terms of Reference**  
**Appendix 2**    **Purchasing Policy**

The governing body reviews all the appendices of the finance policy on an annual basis.

In order to fulfil these obligations, the governing body is divided into a number of sub-committees.

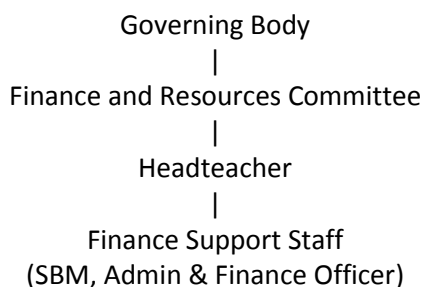
The full governing body meets at least once every term (i.e. six times a year). All meetings will be minuted.

The Finance and Resources sub-committee meets at least once a term (i.e. six times a year). All meetings will be minuted, with all finance reports presented at the meeting attached.

The governing body will agree with the Headteacher the minimum frequency, level of detail and general format of the financial information to be provided to it, especially in relation to budget monitoring reports.

The governing body will maintain a register of business interests of governors, the Headteacher and the senior management team. They shall each complete a return on an annual basis at the very minimum, unless personal circumstances change within that twelve month period. A pro-forma of this can be found at **Appendix 3. Register of Business Interests**. The most up-to-date register of business interests will be open to examination by governors, staff, parents and the LA.

The finance and administration staff are organised as follows:



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### 2 Financial Planning

Good financial management will provide the school with a clear view of how it intends to use its resources. It has two interrelated elements: the School Development Plan (SDP) and the budget.

The School Development Plan (SDP) will:

- include a statement of educational goals to guide the planning process
- outline the educational priorities and budget plans for at least the next three years, showing how the use of resources is linked to the achievement of the school's goals
- detail the school's educational priorities to provide the basis for constructing budget plans
- state intended expenditure on continuing commitments, including a short commentary on any significant changes from the previous year
- be approved by the full governing body after careful consideration and before the beginning of the relevant financial year

The school's budget will:

- provide a clear, identifiable link to the school development plan (SDP)
- be based on realistic estimates of all expenditure and income, including grant income, so that planned expenditure does not exceed the available budget
- include details of all budgeted surpluses that have been earmarked for specific future needs, thus ensuring that pupils benefit from a planned approach to spending that does not deprive them of resources in any given year
- be approved in principle by the finance sub-committee and Headteacher, after careful consideration and before the beginning of the relevant financial year
- be formally ratified by the full governing body and Headteacher
- be submitted to the LA, once it has been finally agreed and ratified, by the 31<sup>st</sup> May
- be input and fixed on the school's accounting system as the Original Budget

### 3 Budget Monitoring

The Headteacher and SBM will produce regular budget monitoring reports, including sums committed but not yet paid and outturn forecasts, against the approved budget. These reports will be reconciled to the school's accounting records.

The Headteacher, with the support of the SBM, will provide budget monitoring reports to the finance sub-committee as requested. These will show any significant variances against the budget with explanatory notes and where necessary, remedial action plans including virements (budget movements).

The Headteacher will monitor expenditure on the initiatives set out in the school development plan.

Where elements of the overall budget have been devolved, SBM will report activity and balances to budget holders at the end of each term.

The Headteacher will monitor overall expenditure throughout the year, to ensure that the LA bank account does not go overdrawn.

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### 4 Purchasing

All purchases will be made in line with the current **Purchasing Policy, Appendix 2.**

All decisions on expenditure will be made using the Best Value principles, whether these are for goods or services.

All contracts entered into will have detailed specifications defining the service to be provided in terms of its nature, quality standards, information & monitoring requirements and contract review procedures.

Official, pre-numbered orders will be used for all goods and services except utilities and rates. Where urgency requires an oral order, this should be confirmed by an official order.

School staff and Governors will not use official orders to obtain goods or services for their private use.

All orders will be signed by a member of staff as approved in the **Scheme of Financial Delegation & Terms of Reference, Appendix 1.**

Invoices will be paid with the time limits specified in law for the payment of debts, and only once a proper invoice has been received, checked, coded and certified for payment.

All invoices will be signed by a member of staff approved in the **Scheme of Financial Delegation & Terms of Reference, Appendix 1.**

### 5 Financial Controls

The Governing Body will ensure that all written Finance Procedures are kept up to date and all appropriate staff will be trained in its use.

The Headteacher will ensure where possible, that duties relating to financial administration are distributed so at least two people are involved. All checks/reviews carried out will be fully documented.

The Governing Body will ensure that proper accounting records are maintained and that all documents relating to financial transactions are retained for six financial years plus the current one.

The Headteacher will ensure that all expenditure from sources of earmarked grants is accounted for separately and that the funding is used for its intended purpose.

The Headteacher will ensure that all accounting records are securely retained when not in use and only accessed by authorised staff.

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### 6 Income

The Governing Body will establish a charging policy for the supply of goods and services and review this on an annual basis, **Appendix 4 – Charging Policy**.

Official, pre-numbered receipts or other formal documentation will be issued for all income received. School Money will email Parents a receipt once payments have been recorded

Cash and cheques will, at all times, be securely locked away to safeguard against loss or theft.

Income will be paid into the appropriate bank account promptly and in full. Income records will show clearly the split between cash and cheques and list each cheque individually.

Income collections will not be used for the encashment of personal cheques or for other payments.

#### Music Purchase Scheme

Pupils who receive music tuition lessons will be made aware of the Music Purchase Scheme. This scheme allows for pupils musical instruments to be purchased from official LA funds, with the instrument cost, net of VAT, due for recovery from pupil.

#### Lettings & Music Tuition Fees

One-off lettings should be paid in advance of, or on the day of the respective letting. music tuition fees & longer term lettings should be paid before, or at the start of each respective term.

#### Recovery of Supply Teachers Costs

Where possible, supply teachers costs will be recovered from outside agencies at the prevailing hourly rates. Details will be passed to the Finance Support Staff, who will issue an invoice.

Where supply teachers are employed to cover lessons for teachers who are taking part in optional extra activities, the full cost should be included in the overall cost of the activity and recovered as part of the contribution from parents.

#### Voluntary Contributions from Parents

Requests for voluntary contributions will be made to all parents whose children take part in any curriculum extra activities or trips. All parents will be made aware of the purpose of each request and will be warned that insufficient contributions will result in the cancellation of the said activity.

#### Bad Debts

When income is overdue, School Money will generate a text and/or an email requesting payment within 7 days.

If the debt is outstanding after this 7 day period, the request for payment will be made to the debtor in person.

If the debt is still outstanding 7 days after the face to face request for payment, the matter will be passed onto the Headteacher for a decision on next steps or writing it off. A write off report will be submitted to FRC for information periodically. Where the debt is significant, the matter will be passed to Bath & North East Somerset Council's Legal Services Team.

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### 7 Banking

The school will receive bank statements on a monthly basis and reconcile these with their accounting records. Any discrepancies will be investigated.

All bank reconciliations will be signed, named and dated by the person performing the reconciliation and then reviewed and countersigned, named and dated by the Headteacher.

The Finance Support Staff will ensure that all supporting vouchers are always made available to cheque signatories to safeguard against inappropriate expenditure.

The Headteacher will ensure that every cheque drawn against the delegated budget bank account bears the signatures of two signatories authorised by the Governing Body.

The Headteacher will ensure that all chequebooks (manual and pre-printed) will be held in a secure place at all times.

The Governing Body will ensure that school does not enter into any loan agreements, other than with the LA, without the prior approval of the Secretary of State for Education and Skills.

The Headteacher will maintain a list of all bank and building society accounts held. Copies of both the bank mandates and authorised signatory forms will be held for each bank account. **Appendix 5.**

### 8 Payroll

The Governing Body will maintain up-to-date procedures for the administration of personnel activities, including appointments, terminations and promotions.

The Headteacher will ensure that at least two people are involved in the processes of completing, checking and authorising all documents and claims relating to appointments and terminations of employment.

All personnel documents will be signed by a member of staff approved by the Governing Body.

The Headteacher will ensure that only authorised staff have access to the personnel files and those arrangements are in place for staff to gain access to their own records.

The Headteacher will maintain a list of current staff employed, which will be updated promptly to reflect new starters and leavers.

The Headteacher, in conjunction with the Finance Support Staff, will review the payroll transactions for errors and/or omissions. The monthly payroll costs will be reconciled to the estimated commitments projected by the school's accounting system. Any discrepancies will be investigated.

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### 9 Petty Cash

The Governing Body has agreed to hold a petty cash float of £350 this amount is intended to represent the balance between convenience and the risk of holding cash on the premises. The Governing Body may review the petty cash float in order to maintain this balance as and when required.

The Headteacher will ensure that the petty cash fund is held securely at all times and that only authorised staff may have access to it.

The Headteacher will ensure that payments from the petty cash fund are limited to minor items up to the value of £25 per claim which have been approved in advance by the relevant budget holder.

The Headteacher, in conjunction with the Finance Support Staff, will ensure that all expenditure from the petty cash fund is supported by receipts, identifying any VAT paid. It must be signed for by the recipient and countersigned by a relevant budget holder.

The Finance Support Staff will reconcile the petty cash fund to the "cash in hand" balance shown in the accounting records as required but at least monthly. This will be reviewed and evidenced by the Headteacher.

Personal cheques will not be encashed from the petty cash fund.

### 10 Tax

The Headteacher will ensure that the school complies with Value Added Tax (VAT) and other tax regulations.

The Headteacher will ensure that all relevant finance and administrative staff are aware of VAT, Income Tax and the Construction Tax Scheme (CIS) regulations.

The Headteacher will ensure that only proper VAT invoices are paid.

The Headteacher will maintain up-to-date procedures setting out how VAT on business activities, school trips and other taxable activities should be accounted for, both within the delegated budget and in voluntary funds.

The Headteacher will ensure that payments are only made to contractors and subcontractors in accordance with the Construction Industry Scheme (CIS) and follow the LA's CIS payments procedure.



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### **11 Voluntary Funds - \*\*\*\*\*now all recorded within FMS\*\*\*\*\***

This will only apply to funds held in a separate bank account in future.

The Headteacher will ensure that voluntary funds are accounted for, or identified, separately from the school's delegated budget.

The Governing Body will ensure that voluntary funds will be registered with the Charity Commission, if and/or when relevant.

The Governing Body will appoint a treasurer to oversee the voluntary funds.

The Governing Body will appoint an auditor who is independent of the school.

The Headteacher will ensure that the same standards of financial accounting which apply to income and expenditure for the school's delegated budget are applied to the voluntary funds.

The Headteacher will ensure, in conjunction with the Finance Support Staff, that any income relating to the school's delegated budget will not be credited to the voluntary funds bank account.

The Headteacher will present the audited accounts, the auditor's certificate and a written report on the accounts to the Governing Body as soon as possible after the end of the accounting year.

The Headteacher will ensure that the school submits a signed Auditor's Certificate to the LA on an annual basis, to satisfy the insurers that the accounts have been maintained in an appropriate manner.

The Headteacher will ensure that every cheque drawn against the voluntary fund bank account bears the signatures of two signatories authorised by the Governing Body, Appendix 5.

The Headteacher will maintain a list of all bank and building society accounts held. Copies of both the bank mandates and authorised signatory forms will be held for each bank account. A list of bank & building society accounts can be found at Appendix 6.

The Headteacher, in conjunction with the Finance Support Staff, will ensure that receipts are issued for all donations and income entering the voluntary funds bank account.

The Headteacher will ensure that regular reconciliations between the voluntary funds accounting records and bank statements are undertaken and independently reviewed.

The Governing Body will ensure that the voluntary funds are covered by insurance, including fidelity guarantee insurance.

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### 12 Assets

The Headteacher will report to the Finance and Resources committee on the Local Authority Maintenance Schedule annually.

The Headteacher should ensure that stocks of materials and other usable resources are maintained at reasonable levels and subject to a physical check once a year. This will help to ensure that educational work is not delayed because of unavailable resources and to guard against waste and loss.

The Headteacher will ensure that up-to-date inventories are maintained of all items of equipment. These items will be identified as school property with a visible security marking.

The Headteacher will arrange for inventories to be checked at least once a year against the physical items. All discrepancies will be investigated and any over the predetermined sum of £100 will be reported to the Governing Body.

The Governing Body will authorise all write-offs and disposals of surplus stocks and equipment in accordance with the LA's regulations.

1. The Headteacher, in conjunction with the Finance & Admin Support Staff, will ensure that register is maintained to record when items of school property are taken off the school site. A declaration detailing the property, terms & conditions of use and the person taking the property, should be signed by the person taking the property and the Headteacher, **Appendix 6 Register of School Property Removed from Site** A copy should be retained by both the staff member and the Headteacher.

The Headteacher will arrange a termly audit of teachers' laptops with information stored in the Laptop Log Book. This issue cross referenced to IT policy.

The Headteacher will ensure that all safes are kept locked, and the keys removed and held in a different location.

The Governing Body will maintain an on-going plan for the use, maintenance and development of the school's buildings.

### 13 Insurance

The Governing Body will review all risks annually, in conjunction with the LA where appropriate, to ensure that the sums insured are commensurate with the risks.

The Governing Body will notify their insurers, the LA or other agent as appropriate of all new risks, property, equipment and vehicles which require insurance, or of any other alteration affecting existing insurance.

The school will not give any indemnity to a third party without written consent of its insurers, the LA or other agent as appropriate.

The school will immediately inform its insurers, the LA or their agent of all accidents, losses and other incidents that may give rise to an insurance claim.

The Governing Body will ensure that insurance arrangements cover the use of school property (i.e. laptops or musical instruments) when off the premises.

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### **14 Data Security**

The Headteacher and Governing Body will ensure that computer systems used for school management are protected by password security and only accessed by authorised staff.

The Headteacher will ensure that data is backed up regularly and that all back-ups are securely held in a fireproof location, or ideally off-site.

The Headteacher will establish and maintain a recovery plan to ensure continuity of financial administration in the event of an emergency.

The Headteacher will ensure that systems are in place to safeguard school software and data against computer viruses. To prevent viruses being imported, only authorised software will be used.

The Governing Body will ensure that the Data Protection Commissioner is notified in accordance with the Data Protection Act 1998 and that the school's use of any electronic or relevant manual systems to record or process personal information, and any disclosure of that information, complies with this legislation.

### **15 School Money – Online Payment System**

A separate policy covers the use of School Money, which is an online payment system that parents and staff can use to pay for:

- School Meals
- Breakfast Club and After School Clubs
- Voluntary Contributions towards School Trips
- School Uniform

# TWERTON INFANT SCHOOL & NURSERY

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### Appendix 1 - Scheme of Financial Delegation & Terms of Reference

Main Activity	Detailed Tasks	Responsibility of:
Planning the budget	Identifying priorities with reference to the School Development Plan (SDP)	BG, after input from committees following proposals from staff and Advisers
	Making recommendations and proposals	Headteacher – Financial & Resources Committee, FRC – BG
	Examining projections of spending	Headteacher – FRC – BG
	Examining recommendations and proposals	FRC – BG
Approving the budget	Deciding upon the annual allocations FRC proposal to BG	Board of Governors (BG)
Monitoring the budget	Regular termly reviews	Head – SBM
	Collating information and presenting reports to the Full Governing Body or Finance Sub-committee	Head – SBM
	Reviews of financial reports at least once a term	FRC – BG
Budget virements	Deciding upon major virements in connection with annual allocations and in response to in-year budget variations	Approval of BoG for virements over £3,000
	Deciding upon minor virements in response to need during the course of the year	Head may approve virements up to £1,000. FRC to approve virements between £1,000 and £3,000
	All approved virements will be signed off by the relevant party, and held on file for evidence	
Reconciliation of the accounts	Checking the completeness and accuracy of the accounts as shown on the budgetary control sheets and the computerised accounting system	Head – SBM
	Seeking clarification and initiating enquiries	Head – SBM
Carry-forwards: policy on and use of retained balances	Monitoring and identifying areas of overspend/ underspend in the course of, and at the end of, the financial year	Head – SBM FRC
	Considering the implications of overspends/ underspends for budget planning	Head – SBM FRC
Purchasing	Approving expenditure, including long term and lease contracts. Obtaining and receiving quotations and tenders. Ensuring the Council's Standing Orders relating to contracts for schools with delegated budgets are followed	As per purchasing policy – Appendix 2 - BG
Income Generation	Planning and initiating activities	FRC – SBM - HT
	Incorporating projected income into budget planning	SBM & HT

Agreed: ..... Chair of Governors  
 ..... Chair of Finance Sub-Committee  
 ..... Headteacher

Dated: .....

#### Abbreviations:

FRC = Financial & Resources Committee  
 BG = Board of Governors  
 SDP = School Development Plan

# TWERTON INFANT SCHOOL & NURSERY

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### Appendix 2: Purchasing Policy

The following proposals are intended to cover all spending on equipment, materials and services for the School. However, particular care should be taken where items of expenditure have not been budgeted for and are not included in the School Development Plan.

#### 1) Authorisation

Decisions on expenditure of up to £3,000 will be authorised by the Head Teacher without the need for further consultation. However, if the purchase will result in the respective cost centre exceeding its budget, this should be discussed and agreed with the Chair of the Financial & Resources Committee (FRC). Authorisation will be evidenced by the official orders held on file, signed by the Head Teacher and, where appropriate, the Chair of the FRC.

Proposals for expenditure of between £3,000 and £5,000 should be referred by the Head Teacher to the FRC for approval. Approval will be evidenced in the minutes of each respective FRC.

Proposals for items of expenditure in excess of £5,000 should be referred by the FRC to the Board of Governors (BG) for approval. Approval will be evidenced in the minutes of each respective BG.

#### 2) Tendering for Contracts and Equipment

When any contract or purchase is being considered, the principles of best value and not simply the price, will determine which supplier is to be used.

If the anticipated value of a contract or purchase is between £1,500 and £6,000, a minimum of two written quotations or catalogue prices will be obtained.

If the anticipated value of a contract or purchase is between £6,000 and £30,000, at least three competitive written quotations will be obtained from suitable suppliers, unless it is impracticable to do so and the reasons have been recorded in the minutes of the Board of Governors.

Contracts with a value of over £30,000 will be subject to at least three competitive sealed tenders, the administration of which will follow the requirements in the Council's Standing Orders relating to Contracts for Schools with Delegated budgets.

Policy Agreed: .....Chair of Governors

.....Chair of Financial & Resources Committee

.....Head Teacher

Dated: .....

# TWERTON INFANT SCHOOL & NURSERY

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### Appendix 3: Register of Business Interests

Name of Governor or Member of Staff: \_\_\_\_\_

Name of Business	Nature of Business	Nature of Interest <u>Direct or Indirect</u> (Indirect - if you know someone with an interest in a business please state whether they are a family relation, friend or a business associate)	Direct Interest  Date of appointment or acquisition	Direct Interest  Date of Cessation of Interest

I certify that I have declared all beneficial interests which I, or any person closely connected with me, have with businesses or other organisations which may have dealings with the school.

Signed: .....

Date: .....

## **Appendix 4: Charging and Lettings Policies.**

(Text only from policies included, see full policy in the school policy folder)

# **Charging Policy**

## **Policy Statement**

### **Rationale**

Twerton Infant School aims to deliver a broad and balanced curriculum that is enriched through a wide variety of additional experiences. These take place both on and off the school site and all activities are chosen to support the children's learning and the school's ethos.

### **Objectives**

The objectives of the Charging Policy are:

- To ensure activities offered in school time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost
- To identify those activities for which charges may be levied
- To invite voluntary contributions for the benefit of the school in support of any activities organised by the school either during or outside school hours

### **Charges**

#### **School Trips and Visits**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip.

#### **Extra- Curriculum Activities**

The school may offer non-statutory extra-curricular activities, unless otherwise stated these will be charged at a rate suitable to cover the costs.

# Lettings Policy

## Rationale

The Governing Body undertakes a commitment to the involvement of the school in the community.

## Aims:

- To let the school premises and buildings to local groups and organisations.

## Guidelines:

- All applications to hire the school buildings and premises must be made to the school on the designated application form
  - Charges will be levied in accordance with the scale of charges
  - No charge shall be made for lettings in association with activities organised for the purposes of fund raising for the school
  - All applicants must abide by the conditions of hire
  - This policy is subject to regular evaluation and review
1. This document is intended to give a clear statement of the Twerton Infant School's policy regarding hire of the school's premises or grounds. For the purposes of this policy the premises and or grounds and any facilities provided will be referred to as the facilities. It is a basic principle that the Facilities are intended primarily for use in the normal educational and extra-curricular life of the school. This will take precedence over any use by external bodies, groups or individuals.
  2. For the purposes of this policy, the use of the Facilities by organised bodies formed with the sole purpose of supporting the School will be treated in the same way as by the school itself. Use by any other bodies more loosely associated with the School e.g. Clubs, Associations, etc will be deemed to be use by external bodies.
  3. The use of the facilities by the School will normally not be subject to any charge. Use of the Facilities by external bodies will always be subject to a charge. The standard charges detailed in this document will be reviewed when the policy is reviewed or when necessary by the Finance Premises Committee. It is the role of the School Business Manager to maximise income from lettings and hence the SBM will have discretion to negotiate charges when appropriate. The SBM will consider the need to make a charge to School Groups, for example where caretaking needs involve significant overtime payments.
  4. It is the responsibility of all individuals organising events not scheduled but which involve the use of the Facilities, to submit a Letting Application in good time. The administration of bookings for use of the Facilities, both by the School and external bodies beyond those scheduled by the School Timetable and Calendar will be the responsibility of the School Business Manager and administered by the Finance and Admin Officer. The lessee will receive notice of whether the booking is confirmed or otherwise and the charges involved. Where requests are made by external bodies not known to the School, a deposit equal to 25% of the estimated final invoice will be required at the time of confirmation of the booking.



An invoice will be sent to the lessee, which must be paid within 30 days, or before the date of the letting if earlier.

5. The School Business Manager or the Head Teacher will inform the Caretaker of the specific needs of the booking. The Caretaker will safeguard the Facilities of the School by all reasonable means during any hiring and will immediately report any damage incurred. Hirers will be responsible for providing his/her own stewards for the event and for any breaches of copyright, performing rights and the Betting, Gaming and Lotteries Act.
6. Hirers will be provided with a copy of the Letting Conditions and will adhere to these as a condition of the letting.
7. Following the Hiring, an invoice will be raised for any additional charges incurred including damages. "Damage" will include the causing of unreasonable cleaning requirements following a hiring. The caretaker will survey and note the condition of the premises / facilities with the hirer at the end of the event. Invoices should be settled within 30 days and legal action may be taken to pursue the debt.
8. The Caretaker, School Business Manager and / or Head Teacher have the right to put a stop to any hiring if, in their opinion it is not being properly or safely conducted

**Twerton Infant School & Nursery**  
**Poolmead Road, Bath, BA2 1QR. Tel: 01225 423526**  
**BOOKING FORM - HIRE OF SCHOOL PREMISES**

PLEASE COMPLETE THIS FORM AND RETURN TO THE ABOVE ADDRESS

Accommodation Required: Hall The Spot Other ..... (delete as appropriate)	Purpose of hire:	Day & Date(s) required:	Times required: (to include set up and clearing away time)
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Name of Applicant .....

Organisation .....

Invoice address.....

.....

Telephone.....

Email .....

- I certify that I am not less than 18 years of age, agree to the cost indicated and will comply with the Conditions of Letting which I have read. I agree to be the named competent person on site throughout the letting period.
- I hereby indemnify the Governors of Twerton Infant School and the Education Authority against all claims in respect of injury, loss or damage, (including school property) arising from this letting.
- I attach a copy of our Public Liability Insurance Certificate/ I agree to a charge being made to affect Public Liability Insurance to cover this letting. (Please delete as appropriate)
- I have made a note of the school contact numbers for the booking and will only contact in an emergency.

Signature of applicant.....

Date.....

We require 48 hours written notice for cancellations (a receipted email is fine) or the full fee will be charged. We reserve the right to charge an administration fee for cancellations.

For School Use Only

Application approved/ Not approved	Diary checked and updated
Charges:	Invoice raised
Caretaker informed:	Signed (Business Manager)

## Scale of Charges

The scale of charges set out below is formulated with respect to;

- Additional personnel costs to unlock/lock the premises before and after the period of letting
- Use of utility services, i.e. heating, lighting and water
- 'Wear and tear' to the premises let

For hire of the school hall (and toilet facilities):

£18 per hour

For hire of The Spot building

£8 per hour

£18 per half day (up to 3.5 hours)

£30 per day (up to 7 hours)

### 1. Procedure

- a) all applications must be on the form provided and completed in full.
- b) the hirer must personally sign the application form and may not assign or sub-let the premises or grounds hired.
- c) the school reserves the right to impose special conditions in respect of any letting in order to protect its employees or property.

### 2. Charges

- a) all charges must be paid in advance
- b) the school does not undertake to refund any charge on cancellation by the hirer unless 21 days written notice of the cancellation has been given in writing

### 3. Care of premises

- a) the hirer shall ensure that there is a responsible adult present and able to supervise at all times during the letting
- b) the hirer is liable for the cost of making good any damage to property which may be the result of the letting.
- c) the hirer is required to wash up and clear away any rubbish leaving the premises in the condition in which they were found or be liable for any additional costs incurred in cleaning the premises after the letting.
- d) the electrical and mechanical installations of the premises are not to be supplemented or altered by the hirer.

### 4. Equipment and accommodation

- a) specialist equipment (e.g. gymnastic equipment, stage lighting, musical instruments) are not included in the letting arrangements unless specifically requested and approved in the application form.
- b) the school does not provide first-aid medical facilities for hirers nor does it guarantee access to the public telephone system for calling assistance during lettings. Hirers must make their own arrangements in this respect.

### 5. Conditions of premises

- a) whilst the school gives no guarantee as to the fitness, suitability or condition of the premises at the beginning of the letting, every effort will be made to see that they are in a reasonable state.

### 6. Insurance

- a) it is the responsibility of the hirer to effect whatever insurance he considers he requires to cover his liabilities. Insurance affected by the school does not extend to hirers liabilities. The school must see evidence of this insurance cover.

### 7. Legal and other requirements

- a) it is the responsibility of the hirer to carry out a thorough risk assessment of their planned activity in the context of the premises and implement all necessary measures to reduce risk identified therein.

- b) the hirer shall comply with the legal requirements concerning the consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright. The hirer shall be fully responsible for obtaining any licences or other permissions required.
- c) the hirer shall act with due regard for the policies of the school (e.g. racial equality policy, etc)
- d) the hirer is specifically forbidden to use, or allow the use of the hired premises for any illegal or immoral purpose and shall not carry on any activity so as to cause nuisance or annoyance to neighbouring premises.
- e) the hirer shall comply with all relevant sections of current Act of Parliament in relation to the proper control, supervision and safeguarding of children. Any safeguarding concerns should be raised with the local Social Services duty desk as soon as possible, and reported to the school's CP officer.

## **8. Compliance**

- a) failure by the hirer to comply with any or all of the foregoing regulations where applicable, whether intentionally or not, may be deemed to be just cause for the immediate cancellation of any letting or future letting by the hirer.

## **Appendix 5: Bank Accounts and Mandate.**

The Bank Mandates and Authorised Signatory Forms included in this Appendix relate to both the schools LA official bank account and the School Fund account.

### **National Westminster Bank**

#### Account Name

Bath & North East Somerset LA Re: Twerton Infant School

Copies of all authorised signatory forms will be held for:

*Cashiering transactions*

*Personnel & Payroll transactions*

*Debtor transactions*

*Creditor transactions*

**APPENDIX 7. REGISTER OF SCHOOL PROPERTY REMOVED FROM SITE**

**Item Description:**

**Date Removed:**

**Removed By:**

**Reason for Removal:**

**Comments:**

**Signature of Staff Member removing property:**

**Signature of Headteacher:**

**Date Returned:**

**Witnessed by:**