



Finance

Approved by: L.Sheldon
Last reviewed on: March 2026
Next review due by: March 2027

Date: 01.03.2026

Signed by: Roy Fisher (Chair of Governors) Signed by: Jonathan Clucas (Head Teacher)

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Appendix 1 – Statement of Internal Control

At Layton Primary School, the governing board is committed to ensuring sound financial controls are in place and all expenditure is in line with best value principles.

All staff and governors are required to comply with this policy, which sets out the framework within which the school conducts its finances.

All parties concerned are expected to be aware of their responsibilities with regard to sound internal financial controls. The implementation of the following practices and procedures will ensure that funds are efficiently used to enhance pupils' education.

This policy aims to ensure that:

- All procurement arrangements achieve value for money.
- There are sound procedures in place for administering payroll and personnel matters.
- All income is identified, and all collections receipted, recorded and banked promptly.
- The school is adequately insured against exposure to risk.
- The school provides training in financial administration to relevant members of staff.

1. Legal framework

This policy has due regard to relevant legislation and statutory guidance including, but not limited to, the following:

- The UK General Data Protection Regulation (UK GDPR)
- DfE 'Schemes for financing local authority maintained schools'
- DfE 'Good estate management for schools'
- DfE 'Buying for schools: things to consider before you start'
- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)
- DfE 'School teachers' pay and conditions document 2024 and guidance on school teachers' pay and conditions' (STPCD)
- DfE 'Implementing your school's approach to pay'
- The School Staffing (England) Regulations 2009
- DfE 'Staffing and employment advice for schools'

Policies:

- Teachers' Pay Policy
- Governors' Allowances Policy
- Charging and Remissions Policy
- Data Protection Policy
- Lettings Policy
- Records Management Policy
- Staff Code of Conduct
- Teachers' Pay Policy
- Teacher Appraisal Policy
- Teacher Capability Policy
- Whistleblowing Policy

2. Roles and responsibilities

Governing board

The governing board has overall responsibility for overseeing the financial performance and financial health of the school and in ensuring effective controls are in place to manage available resources and ensure regularity, propriety and value for money.

Governors will be responsible for:

- The management of the school's delegated finances, including the setting of the school budget, which will be spent according to the LA's scheme for financing schools.
- Making sure its budget reflects the school's educational objectives and is linked to the SDP.
- Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools.

- Developing a financial plan which establishes best value principles.
- Demonstrating compliance with the value for money requirements of their dedicated schools grant, through the annual submission of the schools financial value standard (SFVS).
- Identifying and requesting the financial information needed to ensure spending is in line with projections.
- Ensuring that pupil premium and the PE and sport premium are being spent on improving participation and attainment for eligible pupils.
- Considering information presented by the headteacher and/or the SBM with regards to financial matters, including when considering the SFVS.
- Maintaining an up-to-date register of pecuniary interests annually - each governor and attendee will declare any interests at the beginning of any full governing board or committee meeting.
- Delegating financial responsibilities to individual members of the Board and headteacher as appropriate.
- Making any pay decisions at the school, including reviewing each teacher's salary on an annual basis.
- Ensuring arrangements are in place for notifying staff members of their positions on the pay range, as well as any allowances they may be eligible for.
- Ensuring that sufficient funds are available to support pay decisions.
Determining the extent to which specific functions relating to pay determination and the appeals process will be delegated to others.

Headteacher

The headteacher will be responsible for:

- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Implementing the decisions of the governing board.
- Working with the SBM to put together a three-year budget forecast.
- Advising the governing board and providing the required information that assists them with developing the school's financial plan and the annual budget.
- Ensuring that all monies controlled by the school are handled in accordance with LA regulations and sound financial practice.
- Overseeing staff dealing with finances and ensuring that procedures are carried out accurately.
- Making termly checks of procedures.
- Submitting any pay recommendations to the governing board for approval.
- Ensuring that the governing board has sufficient evidence upon which to make decisions regarding pay.
- Keeping teachers well-informed of any decisions made regarding pay progression, as well as ensuring that written records are held.
- Maintaining records or decisions and recommendations made, and evidencing that all decisions have been made fairly.

The administration of financial procedures may be delegated to the SBM or other members of staff, and the details of this delegation will be recorded in the Finance Policy.

School Business Manager

The SBM will:

- Control, monitor and evaluate the school's finances, ensuring compliance with financial requirements and regulations.
- Work with and maintain administrative systems, ensuring that maximum efficiency is achieved.
- Provide reports, as requested, on current school accounts to the governing board.
- Ensure that orders, invoices and other financial documents are processed according to established procedures.
- Be responsible for checking the accuracy of information and providing regular reports to the headteacher and governing board.
- Be responsible for the financial management system and all financial and personnel papers. They will ensure that only authorised staff members have access to personnel files and that arrangements to access their own files are in place – in line with the GDPR and the Data Protection Act (DPA) 2018.
- Be responsible for maintaining a list of all assets.
- Maintain a secure list of all bank and building society accounts and the signatories for each.
- Check monthly bank statements and investigate possible errors.
- Advise the headteacher on matters of financial administration or maladministration.

Other members of staff

Senior leaders and teaching staff will be responsible for ensuring that their subject/year group budgets are managed within agreed procedures.

Both teaching and non-teaching staff are encouraged to alert the headteacher or governing board if areas of concern arise in respect of the school's financial affairs.

3. Internal financial controls

To ensure sound financial control, school monies are to be properly monitored in accordance with the requirements of the LA and the principles below:

- The person requiring a product or service will raise an internal order. This may take the form of an email requisition, which must be sent via the appropriate budget holder.
- The budget holder will check the budget and authorise the raised order.
- Business Support staff will process orders and sign for the receipt of goods.
- Goods received will be checked against each order by the person requiring them.
- Business Support staff will process the invoice and update the accounts.
- The three authorised signatories for the school are as follows: the headteacher, the deputy headteacher and the assistant headteacher.
- All school cheques will have two signatures. Cheques will not be pre-signed under any circumstances, and only manuscript signatures will be used.
- Provided that the overall budget allocation is not exceeded, the headteacher may authorise unavoidable expenditure (e.g. energy costs) that exceeds budget allocation;

however, they will inform either the governing board or the finance committee at the next available meeting when the variance is in excess of £5,000.

- The school will not enter into financial agreements with loan agreements or capital implications without the prior approval of the LA or appropriate body.
- Accounting records will be securely stored in accordance with the UK GDPR and the DPA 2018, and only authorised staff will have access to them.
- Monies kept in the school will be secured in a restricted heavy duty safe and not exceed £1,000. Cash income will be banked at least weekly, and more frequently if amounts are excessive.

Member of staff	Cheques	Orders	Payments	Inventory
Headteacher	Signing	Signing	Authorising	Authorising write-offs
Deputy Headteacher	Signing	Signing	Authorising	Signing
Assistant Headteacher	Signing	Authorising	Authorising	-----
Budget Holders	-----	Authorising	-----	-----
SBM	Preparation	Preparing	Processing	Administration and annual report

4. Virements

When virements need to be carried out, they will be minuted appropriately and require the following authorisation:

- Virements up to and including £10,000 – the headteacher, reported to the governing board.
- Virements in excess of £10,000 – the governing board.

5. Monitoring

When managing its delegated budget, the school will abide by the LA's requirements on financial controls and monitoring.

Income and expenditure will be regularly monitored against the agreed budget for the year, and the headteacher and the SBM will:

- Carry out a regular internal monitoring procedure.
- Report on finances to the governing board at termly meetings.

Annual consistent financial reporting returns will be completed and sent to the LA.

Annual SFVS returns will be ratified and signed by the governing board prior to submission to the LA.

The headteacher and SBM will cooperate with the LA's audit regime.

6. Income

The SBM will reconcile all income and expenditure transactions on a monthly basis to ensure that goods and services are being charged and paid for correctly.

All income shall be recorded at the point of receipt in an approved form.

Official receipts will be created for all official income when it is received.

Personal cheques will not be cashed from income.

Any income accrued from the sale of assets purchased with delegated funds will only be spent for the purposes of the school.

7. Staffing and Payroll

Teachers

The school will appoint staff in accordance with employment law, and follow the requirements set out in the 'School Staffing (England) Regulations 2009'. The school will follow the requirements of the 'School teachers' pay and conditions' (STPCD) statutory guidance when determining the pay and conditions of teachers employed by the school.

The school will follow the provisions outlined in the school's Teachers' Pay Policy when managing the contracts of teachers.

In accordance with guidance on STPCD, all pay progression at the school is linked to performance. For this reason, all pay progression decisions will first be determined by the school's Teacher Appraisal Policy and Teacher Capability Policy.

Support staff

The school will appoint staff in accordance with employment law, and follow the requirements set out in the School Staffing (England) Regulations 2009.

For support staff employed at the school, it is the LA who will be the employer. The school is mindful of this fact and is aware of their legal obligations when making decisions regarding the pay and grading of support staff.

The school has adopted the provisions of 'The Green Book' for support staff employed at the school. The provisions of this agreement will therefore have a contractual bearing on all support staff contracts.

The headteacher will determine the pay range for all new roles prior to advertising the role, except in relation to new high-level roles. All pay decisions for new high-level roles introduced into the staffing structure will be determined by the governing board following a case proposal from the headteacher.

When a new staff member is appointed, the headteacher will determine the starting scale point for the role from within the advertised pay range.

Incremental pay progression will be awarded annually on 1 April each year until the highest scale within the grade is reached. If a staff member has less than six months' service in the grade by 1 April, they will receive their first incremental increase six months after their appointment, promotion or regrading.

Pensions

The school will ensure that it provides a workplace pension scheme for all eligible staff as soon as they start working at the school.

The school will ensure that its processes abide by the requirements as outlined by the Teachers' Pension Scheme (TPS) and the Local Government Pension Scheme (LGPS).

Payroll

The payroll provider at name of school is Blackpool Council.

8. Governor payments

Governors will not be paid for their services to the governing board (unless the Secretary of State believes this is in the best interests of the school following intervention). The school will not refund governors or associate members for any loss of earnings incurred through the attendance of meetings.

The circumstances in which governors may make a claim will be agreed by the chair of governors in advance but will only be for expenditure necessarily incurred to enable the person to perform any governance duty that is beneficial to the school and relevant to their role on the board. Reimbursements will be authorised by the headteacher or chair of governors following submission of a claim form evidenced with receipts.

Governors should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent. Claims will be made using an agreed claim form and submitted to the SBM. The chair of governors will be asked to confirm they have agreed this.

Claims will not be reimbursed unless authorised by the chair of governors. All claims will be subject to independent audit. If claims appear to be frequent or excessive, the chair of governors may refuse requests.

9. Contracts

A contract refers to a signed agreement for the provision of goods and/or services over a period of time. The procedures with regard to contracts are:

- Any contract in excess of £20,000 will be examined and referred to the full governing board at the next meeting.
- With any proposed contract, quotations will be obtained from at least three suppliers.
- All contracts will:
 - Specify the subject matter, price, contract period, contract specification and terms of payment.
 - Contain a clause permitting cancellation when there is a failure to meet contractual terms.
 - Require compliance with any British Standard specification code.
 - Indemnify the school against any claim which may be made in respect of personal injury to any person due to negligence by the school and against any claim for damage due to negligence of the contractor, and the contractor shall provide evidence of insurance against such claims.
 - The professional competence of any contractors will be assessed in advance of the contractor being appointed. Areas that will be assessed include health and safety and safeguarding. Assessment will be conducted with due regard to the school's/LA's policies and procedures.

10. Purchasing

All staff will comply with the procedures for purchasing items.

The headteacher, deputy headteacher and/or assistant headteacher authorises all orders and invoices prior to payment.

For orders in excess of £20,000, three written quotations will be obtained and submitted to the governing body for approval to proceed.

Orders above £50,000 will be considered and minuted separately at the governing board meeting to ensure that the school is seen to obtain value for money with regard to its purchases.

11. Leases

The school will follow the provisions outlined in the school's Lettings Policy when managing the leasing of the school premises.

The governing board will have overall responsibility for the management of lettings and for determining charges for the letting of the school premises.

The school will not enter into lease/purchase agreements without the prior approval of the finance committee.

All lettings fees that are received by the school will be paid into the school's main bank account, to offset the costs of services, staffing etc. (which are funded from the school's delegated budget).

Sub-letting of any kind is strictly prohibited. If the school receives any evidence pertaining to plans to sub-let, all bookings that the hirer has made will be cancelled.

Charges

A charge may be imposed to cover the following:

- Costs of services (e.g. heating and lighting)
- Costs of staffing, including "on-costs" (e.g. additional security or caretaking)
- Costs of administration
- Costs of wear and tear
- Costs of insurance (if the school has arranged its own public liability insurance – see the hire terms and conditions)
- Costs of using the school's equipment, if applicable
- Profit element, if applicable

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the hirers involved.

The charge issued for each letting will be reviewed annually by the governing board, normally taking place in the spring term, for implementation in the beginning of the next financial year, and taking effect from 1 April that year.

12. Assets

The SBM will maintain an asset register containing all portable and desirable school assets with a value exceeding £500.

The register will be checked annually by the headteacher.

The write-off and disposal of assets with a value below £5,000 may be authorised by the headteacher. Any items above this value will be referred to the governing board for approval.

The school will assign the responsibility for asset disposal to a member of staff with a suitable level of authority.

The school will try to obtain the best possible value from the disposal of assets, where applicable.

13. Insurance

The school will be insured for content and personal liability under the following insurance policy: Department for Education (DfE) Risk Protection Arrangement (RPA).

14. Banking

The SBM will be responsible for:

- Banking monies.
- Preparing paying-in slips prior to banking.
- Ensure that all deposits and withdrawals are properly documented and receipts are provided.
- Ensuring that significant quantities of money are transported to the bank securely, i.e. not on public transport.
- Ensuring that all monies are reconciled with receipts prior to banking.
- Monitoring the bank accounts and ensuring that the accounts are functioning as they should.

When managing monies and interacting with the bank the following principles will apply:

- Those with responsibility ensure they vary the days and times that they go to the bank. Staff will not be expected to put themselves in danger when they are banking money – if they are ever in a threatening situation, their first priority should be to keep themselves safe.
- The SBM, headteacher and Office Manager are the only members of staff who have permission to correspond with the bank.
- Any pending banking, such as cheques, is locked away securely until they are banked.

Bank/purchase card principles:

- Bank (debit) cards are kept in the office safe and will be signed in and out via the Office Manager. Use of the cards is restricted to SLT only, with emergency use by team leaders agreed on a case by case basis by a member of SLT. The cardholder must keep the card secure in their possession, including separate safe retention of the associated PIN code.
- Cards must only be used for legitimate business purposes and all expenditure incurred must be in accordance with Scheme for Financing Schools. Private use of the card is strictly prohibited. If the regulations are breached, then card use may be withdrawn and disciplinary action taken.
- Cards should not be used to order goods and services that are high-value, available on a current contract or ordered frequently. These goods and services are to be procured using competitive tenders, framework agreements or other arrangements that maximise the school's spending power and manage the risks of procurement.
- Bank cards must not be used for withdrawal of cash.

- Cardholders must not exceed the single transaction limit of £1,000. Suppliers must not be asked to 'split' a transaction to circumvent this limit.
- When staff use the bank card, they will be strictly instructed to obtain receipts for all purchases; they should also obtain VAT receipts where necessary.
- A corresponding purchase order will be made upon submission of each receipt.
- Finance staff will check the school bank account statement monthly to ensure that receipts have been provided and purchase orders raised for every transaction. The card log will be utilised to pursue any outstanding documentation.
- It is the cardholder's responsibility to ensure the card is kept safe and the PIN is not revealed to anyone else. The cardholder must immediately report if the card is lost or stolen to the SBM/Headteacher as soon as possible thereafter, so that the bank can be notified to put a stop on the card.

Reconciliations will be undertaken regularly to avoid any difficulties in balancing the account, and to ensure that discrepancies can be identified and resolved in a timely manner. All discrepancies will be investigated by the headteacher and SBM and will be resolved prior to the next reconciliation.

All bank reconciliations will be prepared by the SBM and countersigned by the headteacher prior to submission to the LA. Staff members responsible for undertaking bank reconciliations are not responsible for processing receipts or payments.

Payments made to the school will not be held in private bank accounts under any circumstances.

15. Petty cash

Petty cash is not operated by Layton Primary School.

16. Charging for school activities

When considering charging for activities the school will follow the provisions outlined in the Charging and Remissions Policy.

The school will recognise its legal requirements regarding charging for school activities under the Education Act 1996 and will aim to meet all additional guidance provided by the DfE.

17. Pupil premium

When managing pupil premium allocations, the school will follow the provisions outlined in the Pupil Premium Policy.

The school will only spend pupil premium funding in line with the terms outlined within the conditions of grant as outlined below:

- For the benefit of pupils registered at the school
- For the benefit of pupils registered at other maintained schools or academies
- On community facilities whose provision furthers any benefit for pupils at the school

The school will use the PPG to support other pupils with identified needs where appropriate, for example, on pupils who have or have had a social worker or, pupils who may be acting as a carer.

The school will decide the activities on which the PPG will be spent in line with the framework and 'menu of approaches' set out by the government in ['Using pupil premium: guidance for school leaders'](#), and focussed on the three areas below:

- High-quality teaching, such as staff professional development
- Targeted academic support, such as tutoring
- Wider strategies to address non-academic barriers to success in schools, such as attendance, behaviour, and social and emotional support

If the school has not spent the PPG within the financial year in which it was allocated, the school will carry the remainder forward to the following financial year. When carrying PPG funding forward, the school will continue applying the above criteria.

The headteacher will report annually to the governing board and parents regarding how effective PPG spending has been and what impact has been made. The impact of PPG spending, in terms of improving educational outcomes and cost effectiveness, will be monitored, evaluated, and reviewed by the headteacher and the governing board.

Information regarding PPG spending will be published on the school website.

18. PE and sport premium

The governing board will ensure that the PE and sport premium is spent in accordance with the provisions laid out within ESFA's 'PE and sport premium conditions of grant' document. The school will use the grant to:

- Develop or add to the PE, physical activity and sports activities that the school already offers.
- Build capacity and capability within the school to ensure that improvements made now will benefit pupils joining the school in future years.

In accordance with the conditions of grant, the school will publish online:

- The school's PE and sport premium allocation for the current academic year.
- A full breakdown of how it has been spent.
- The impact that the school has seen on pupils' PE and sport participation and attainment because of the premium.
- How improvements in PE and sports participation and attainment will be sustained.
- The percentage of pupils within the Year 6 cohort who have met the national curriculum requirement to:

- Swim competently, confidently and proficiently over a distance of at least 25 metres.
- Use a range of strokes effectively.
- Perform safe self-rescue in different water-based situations.

The school will not spend the grant on the following:

- Employing coaches or specialists to cover PPA arrangements
- Teaching the minimum requirements of the national curriculum (except for top-up swimming lessons after pupils' core lessons)
- Transport to the national curriculum swimming lessons
- Funding capital expenditure

19. School forums

The governing board and the headteacher will cooperate with the LA with the election of members to the schools forum.

The governing board and the headteacher will, where it is within their limits, cooperate with any direction from the schools forum, in relation to the expenditure of the school budget.

20. Conflicts of interest

All staff and volunteers will be able to demonstrate that they do not have a vested interest in any decision-making or budget spending, remain objective and act within the best interests of the school and its pupils.

Members of the governing board will declare any conflicts of interest at an early stage and inform the relevant people, e.g. the headteacher and SBM. Members of the governing board will ensure that any conflicts of interest do not prevent them from making a decision that would be in the best interests of the school and its pupils.

Members of the governing board and the relevant members of staff will declare the following interests:

- Holding another public office
- Being an employee, director, adviser or partner of another business or organisation
- Pursuing business opportunities
- Being a member of a club, society or association
- Having a legal or professional obligation to someone else
- Having a beneficial interest in a trust
- Owning or occupying a piece of land
- Owning shares or some other investment or asset
- Having received a gift, hospitality or other benefit from someone/an organisation
- Owing a debt to someone/an organisation

- Holding or expressing strong political or personal views that may indicate prejudice or predetermination for or against a person or issue
- Being a governor, associate member or trustee at any other educational establishment
- Being a spouse, partner, relative or close friend of someone who has one of these interests

All interests and connections that could influence the school's reputation with the public will be declared.

Staff and volunteers that have a relative whom they know to have a declarable interest will declare this information. Only relevant interests will be declared, e.g. the spouse of the owner of a catering service when the school is seeking a new catering company.

Any interests that do not directly benefit individuals or their relatives will not need to be declared, e.g., being a small shareholder in a large national company rather than a significant shareholder.

21. Preventing fraud and corruption

Employees and individuals working for the school at all levels (whether permanent, fixed-term or temporary), including governors, volunteers, agents and any other persons associated with the school, will be expected to act with high levels of integrity and adhere to the rules outlined in the Anti-fraud and Corruption Policy.

Fraud and corruption will be minimised through effectively designed and consistently implemented management procedures which deny opportunities for fraud and corruption.

The headteacher and SBM will assess the areas of the school that are most vulnerable to fraud on an annual basis.

Fraud risks will be identified for all areas and processes of the school and assessed in terms of impact (including monetary and non-monetary) and the likelihood of occurrence.

Robust internal controls will be implemented to manage the risk of fraud covering the following areas:

- Approval and authorisation process of transactions
- Access restrictions and transaction controls
- Account reconciliations
- Physical security of assets
- Segregation of responsibilities
- Pre-employment checks

Internal controls will be reviewed on an annual basis by the SBM to ensure they remain effective and are being consistently applied.

Financial procedures and systems will reflect the need for internal checks and internal controls. All employees that are involved in the implementation of these controls will be provided with appropriate training.

Robust IT procedures will be implemented, including restricting access to certain systems or parts thereof.

All new employees will be familiarised with the Staff Code of Conduct and required to follow it at all times. Recruitment will be conducted in line with school policy and all new employees will be required to declare any business or pecuniary interests, and any other conflicts of interest.

Following a case of fraud or irregularity, the risk management strategy will be reviewed to ensure it considers all relevant risks and is effective.

21. Gifts and Hospitality

The school will advise staff to consider, in all circumstances, whether offered gifts or hospitality are reasonable and justified and to reflect on the intention behind it.

It will be unacceptable for employees to:

- Give, promise, or offer a payment, gift or hospitality with the expectation or hope that they or the school will receive an advantage.
- Give, promise, or offer a payment, gift or hospitality to reward an advantage they or the school have already received.
- Give, promise, or offer a payment, gift or hospitality to a government official, agent or representative to facilitate or expedite a routine procedure.
- Accept payment from a third party if they know or suspect that it is offered with an expectation of a business advantage in return.
- Threaten or retaliate against another employee who has refused to commit a bribery offence or who has raised concerns under this policy.
- Engage in any activity that may lead to a breach of school policy.

This policy will not prohibit normal and appropriate gifts and hospitality, both given and received, if the following requirements are met:

- It is not given with the intention of:
 - Influencing a third party to obtain or retain business or a business advantage.
 - Rewarding the provision or retention of business or a business advantage.
- It is not given in exchange for favours or benefits.
- It is given in the school's name, not in the individual's name.
- It complies with local law.
- It does not include cash or a cash equivalent, e.g. vouchers or gift certificates.
- It is appropriate in the circumstances, e.g. the giving of small gifts at Christmas.
- The type and value of the gift or hospitality is reasonable based on the reason it is offered.
- It is given openly, not secretly.

Gifts and hospitality should not be offered to, or accepted from, government officials or representatives without the prior approval of the SBM.

22. Financial irregularities

The governing board and the headteacher will ensure all staff are informed of the school's policies and procedures related to fraud and theft, the controls in place to prevent fraud and theft, and the implications of breaching those controls. This information will be provided to new staff and governors upon their induction and individuals will be informed of any changes to the school's policies and procedures.

The responsibility for the prevention and detection of fraud rests primarily with governors and the SLT, but all staff will recognise that robust financial management forms a key part of the school's values and culture, and that they should actively support those values and culture by:

- Encouraging senior leaders to recognise and consider their financial management responsibilities.
- Being vigilant to the signs of financial irregularity.

All members of staff will be aware of the school's Whistleblowing Policy and will be encouraged to come forward if they have any concerns regarding financial management or financial propriety.

Any member of staff suspecting the occurrence of financial irregularity or fraud will notify the headteacher, who will advise on the appropriate action to be taken or investigate the matter; however, if it is the headteacher that is suspected of malpractice or financial irregularity, then staff must contact the chair of governors instead.

The school will cooperate with LA monitoring of school finances and will work with them to attempt to resolve any issues before formal action becomes necessary.

23. Retention of records and data protection

Any financial records created as a result of the school's activities will be managed in line with the school's Data Protection Policy.

Financial records will be stored, retained, and disposed of in accordance with the retention schedules detailed in the Records Management Schedule.

Data will not be kept for longer than is necessary. Paper documents will be shredded, and electronic data destroyed once it should no longer be retained.

24. Monitoring and review

The governing board will review this policy on an annual basis in collaboration with the headteacher, who is responsible for communicating any changes to all members of staff.

Appendix 1

Statement of Internal Control

1 This statement relates to the Internal controls for Layton Primary School for the 12 months from 1st April 2026 to 31st March 2027, up to and including the signature date below.

The Governing Body is responsible for ensuring that the school:

- keeps proper accounting records during the year which will disclose, with reasonable accuracy and at any time, the financial position of the school, have been drawn up in accordance with DfE (CFR) guidelines, and will enable it to prepare an annual income and expenditure statement that complies with DfE guidelines;
- maintains and operates an effective system of internal control to safeguard all the resources delegated, granted or otherwise entrusted to the school and ensure they are used cost effectively.

2 The system of internal control has been developed and is co-ordinated by the Headteacher. It aims to provide as much assurance as is reasonably possible (not absolute assurance) that assets are safeguarded, transactions are properly authorised and recorded and that material errors or irregularities are either prevented or can be detected promptly.

3 Our review of the effectiveness of the systems of internal control is informed by:

- our regular scrutiny of financial and other performance monitoring data
- regular reports from the Headteacher and other managers to the Governing Body
- the most recent report of the school's internal auditor
- our most recent self-evaluation of the internal controls undertaken

4 We are, therefore, satisfied that the internal control systems in operation at the school during the year, up to and including the signature date below, were adequate and effective.

By order of the Governing Body of Layton Primary School:-

(Signed) _____ Dated _____

(Head Teacher)

(Signed) _____ Dated _____

(Chair of Governing Body)