Procedures Booklet

Date:	September 2024
Last reviewed on:	September 2023 (Annually updated)
Next review due by:	September 2025

1.   Introduction & Purpose of Booklet

This booklet is intended to provide clarity with regard to areas of responsibility between the Trust and its schools. It should be used to ensure procedures are followed correctly and will be reviewed annually.

2.   Contact information

Name	Role	Email	Phone
Glenn Livingstone	CEO & Accounting Officer	glivingstone@everychildpartnership.org.uk	01737 926582
Julie Goodridge	Director of Trust growth and development	jgoodridge@everychildpartnership.org.uk	01737 926582
Mark Rivers	Director of Education	mrivers@everychildpartnership.org.uk	01737 926582
Becky Gatton	Executive Assistant	rgatton@everychildpartnership.org.uk	01737 926582
Jill Abbott	Director of Finance/CFO	jabbott@everychildpartnership.org.uk	01737 926582
Anita Russell	Director of Operations	arussell@everychildpartnership.org.uk	01737 926582
Goldie Davis	Payroll & Pensions Manager	gdavis@everychildpartnership.org.uk	01737 926582
Josie Jervis	Trust Finance Manager	jjervis@everychildpartnership.org.uk	01737 926582
Michelle Brooks	Finance & Op's Officer	mbrooks@everychildpartnership.org.uk	01737 926582
Louise Keen	Senior Administration /HR	lkeen@everychildpartnership.org.uk	01737 926582
Jane Jones	HR Administrator	jjones@everychildpartnership.org.uk	01737 926582
John Faulkes	Chair of Trust	jfaulkes@everychildpartnership.org.uk	
Anita De Ponte	Clerk to Boards & Co Secretary	adeponte@everychildpartnership.org.uk	01737 926582
Jenny Dabell	Headteacher at Baldwins Hill	jdabell@partnersinlearning.co.uk	01342 321572
Sarah Martin	Headteacher at Blackwell	smartin@partnersinlearning.co.uk	01342 323906
Phil Tree	Headteachers at Burstow	head@burstow.surrey.sch.uk	01342 842010
Claire Spencer	Headteacher at Halsford Park	cspencer@partnersinlearning.co.uk	01342 324643
Natalie Wiltshire	Leaps Nursery Manager	n.wiltshire@everychildtrust.co.uk	01737 245739
Moira Anderson	Headteacher at Hatchlands	head@hatchlandsprimary.co.uk	01737 763549
Mark Richards	Headteacher at Sandcross	head@sandcross.school	01737 245467
Emily Webster	Head of Trust Inclusion	ewebster@everychildpartnership.org.uk	

3. Recruitment Process

School review job & person specification against staffing structure

⬇

School agree interview date and start date (allow 7 days for references)

⬇

School complete the 'Advertisement' Template and email to admin@everychildpartnership.org.uk

⬇

School create application packs

⬇

Trust collate application forms from eteach & sends them to the Headteacher. Office will take up pre-interview references if required

⬇

SLT member responsible for shortlisting to complete Safer Recruitment checks eg. gaps in history

⬇

SLT member to return to office for telephone / email contact to short listed candidates to make the arrangements for the day

⬇

Rejected applicants to be given to the office and sent to the Trust - retained for 6 months

⬇

SLT to contact the Director of Finance/Director of Operations and agree appointment prior to the verbal offer, including salary and start date

⬇

Verbal offer to be made by SLT to the successful candidate with the agreed start date

⬇

Send all of the paperwork to the Trust who will commence the employment process, including unsuccessful interviewees

4. Employment Process

Trust will take up references

⬇

Trust will create a Personnel file

⬇

Trust will send out a conditional offer, contract, new starter pack and Trust policies

⬇

Trust will enter details onto Arbor when all of the information is received. Trust will arrange for an email account to be created. Check Teacher qualifications and that the application form is fully completed

⬇

Trust will create a Arbor login and school will create a other logins and a Photo ID badge

⬇

School will create a pigeon hole in the staff room

⬇

School will agree Child Protection & Prevent training

⬇

School will agree a time and place for the new staff member to be met on their first day

⬇

School will provide any relevent school policies they wish the staff member to read (other than those sent out with the offer paperwork)

⬇

Trust will ensure all references, DBS, Health Checks and Right to Work documents are returned satisfactorily. Trust will notify Head and school office that all details are on Arbor ready to be transferred to the school SCR.

⬇

Trust will retain the Personnel file centrally

5.   Contract Amendments & Probation

Headteacher to agree any amendments in line with the approved staffing structure, including satisfactory completion of probabtionary period or any actions required

⬇

Contract variation form to be completed and emailed to admin@everychildpartnership.org.uk

⬇

Trust Office will issue an amendment document, update payroll and issue variation letter to the staff member for agreement
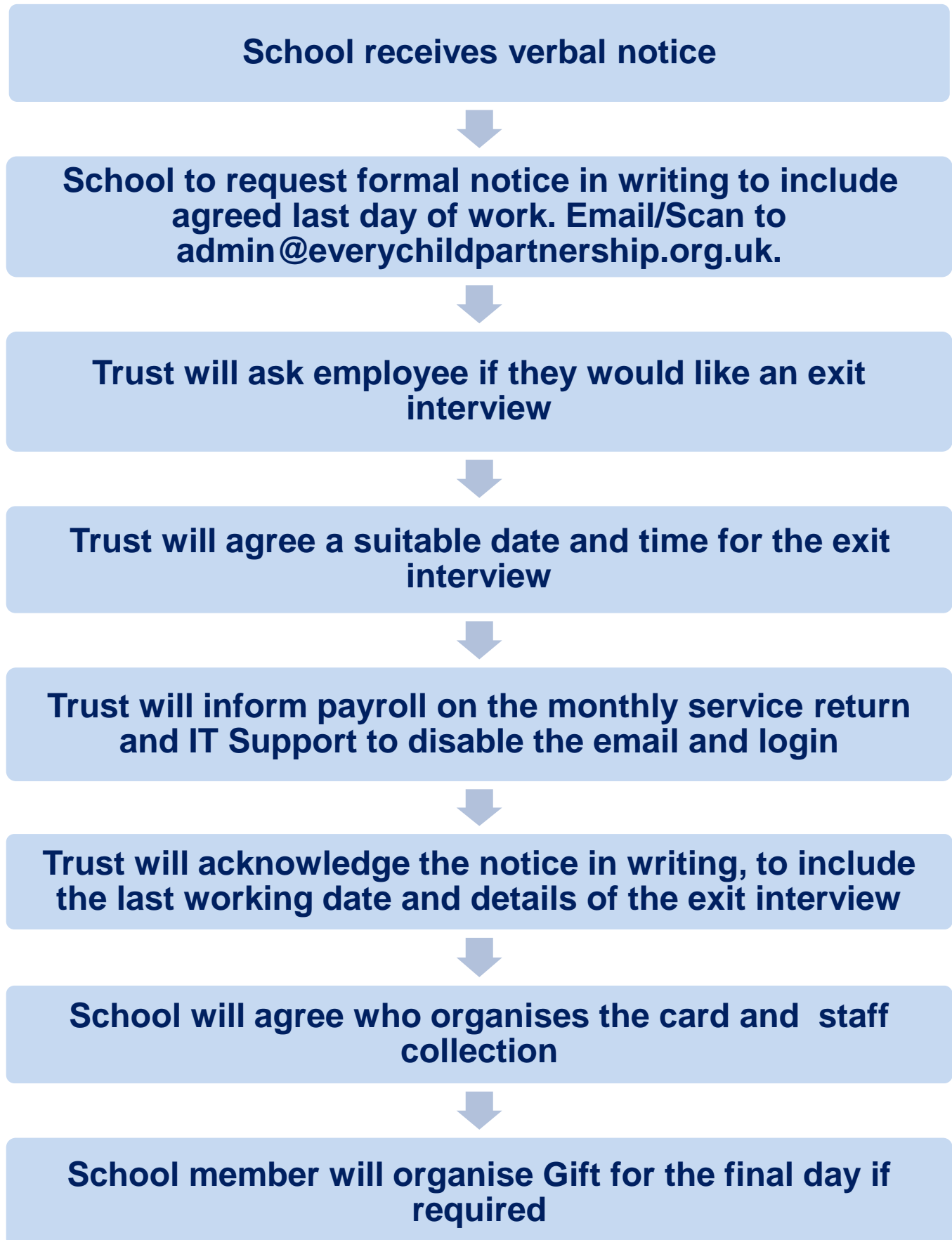
⬇

Signed variation letter to be returned to the Trust Office by the staff member for retention on their Personnel File
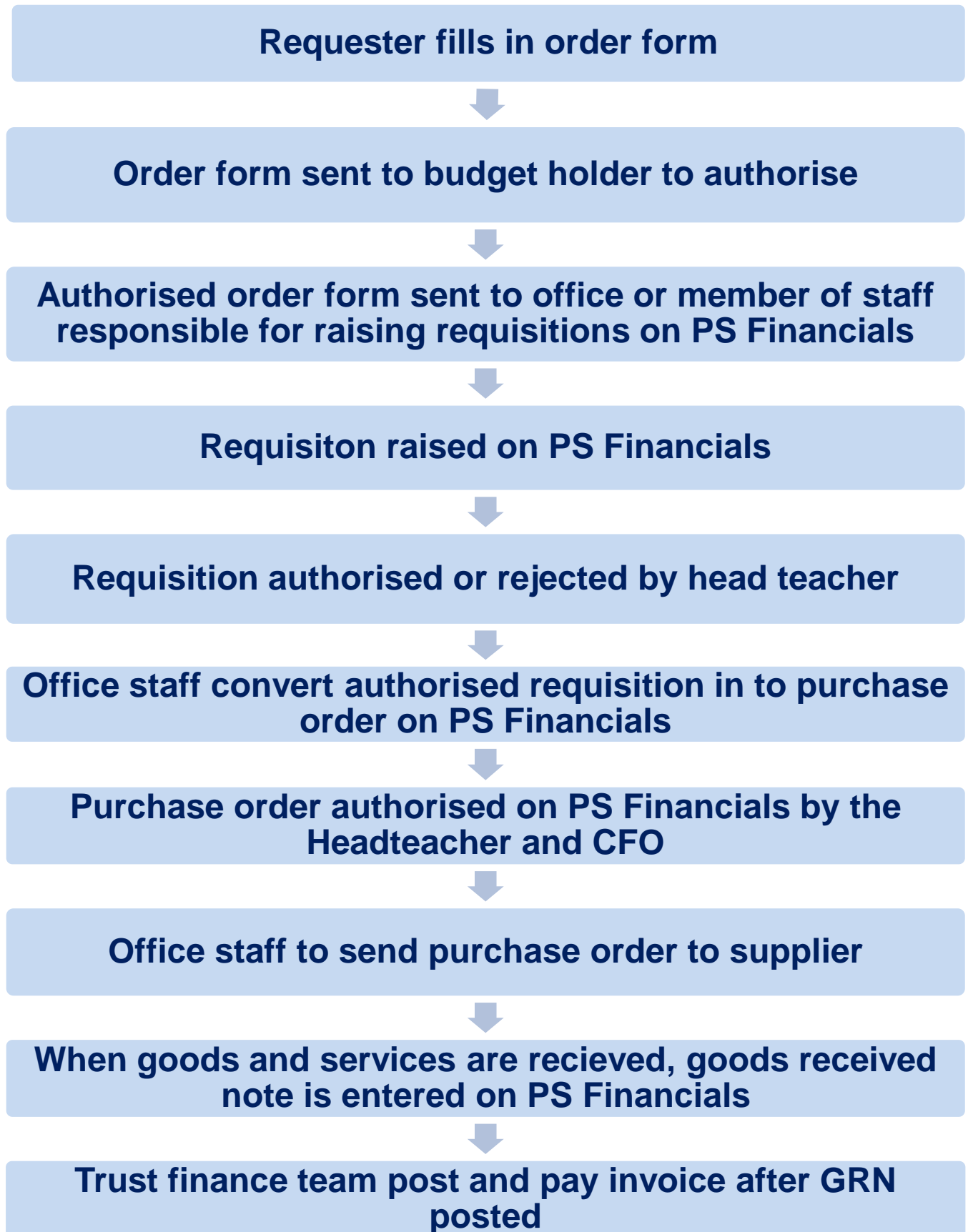
Please note:

Cut off deadline for any new appointments or contract variations to be paid in the following month is:–

- **all paperwork must be to the HR office by last day on the month prior to start date**

6. Exit Process

School receives verbal notice

⬇

School to request formal notice in writing to include agreed last day of work. Email/Scan to admin@everychildpartnership.org.uk.

⬇

Trust will ask employee if they would like an exit interview

⬇

Trust will agree a suitable date and time for the exit interview

⬇

Trust will inform payroll on the monthly service return and IT Support to disable the email and login

⬇

Trust will acknowledge the notice in writing, to include the last working date and details of the exit interview

⬇

School will agree who organises the card and staff collection

⬇

School member will organise Gift for the final day if required

7. Order Processing

Requester fills in order form

↓

Order form sent to budget holder to authorise

↓

Authorised order form sent to office or member of staff responsible for raising requisitions on PS Financials

↓

Requisiton raised on PS Financials

↓

Requisition authorised or rejected by head teacher

↓

Office staff convert authorised requisition in to purchase order on PS Financials

↓

Purchase order authorised on PS Financials by the Headteacher and CFO

↓

Office staff to send purchase order to supplier

↓

When goods and services are recieved, goods received note is entered on PS Financials

↓

Trust finance team post and pay invoice after GRN posted

1. All orders must be made, or confirmed, in writing using an official order form, stocks of which are held by the main office. Orders must bear the signature of the budget holder and must be forwarded to the main office where they will check to ensure adequate budgetary provision exists before placing the order.

2. Approved requests will be recorded in the purchasing module of the financial information system which allocates a reference number and commits expenditure once the order has been authorised by the Headteacher/CFO. Orders will be dispatched to the supplier from the office staff member who raised the requisition in financial information system.

3. On receipt, complete a detailed check of the goods received and a record must be made of any discrepancies between the goods delivered and the GRN. Discrepancies should be discussed with the supplier of the goods without delay. This must be recorded on the finance system, PS Financials.

4. If any goods are rejected or need to be returned to the supplier because they are not as ordered or are of sub-standard quality, the office should be notified.

5. All invoices should be sent/emailed to the main office - finance@everychildtrust.co.uk Invoices will be sent to the central finance team for processing. They will stamp them to confirm;

   - invoice arithmetically correct
   - goods/ services received
   - prices correct
   - invoice authorised for payment if the invoice doesn't have an authorised order

6. If a budget holder needs to pursue a query with a supplier, the central finance team must be informed of the query and periodically kept up to date with progress by emailing finance@everychildtrust.co.uk

7. The central finance team will then input details of payments to be made to the purchase ledger and generate the BACS run.

8. BACS payments are input by the central finance team and authorised on-line by a signatory in accordance with the banking policy and procedures (see E-procurement and Payments above) one the payment list has been approved by either the CFO or Finance Manager.

9. Amazon orders must be placed using the school business account, this will be done through the school finance administrator not through personal amazon accounts

Under NO CIRCUMSTANCES, shall orders be made via a personal accounts, eg Amazon and then reclaimed. The goods must be ordered in the same way via the school office. The goods MUST also be delivered to the school and not a home address.

Orders over £2,500 but less than £20,000

10. At least three written quotations should be obtained for all orders between £2,500 and £20,000 to identify the best source of the goods/services. Written details of quotations obtained should be prepared and retained by budget holders for audit purposes. (For orders of £1,000 to £2,500, two oral quotes should be obtained. Telephone quotes are acceptable if these are evidenced and faxed/email confirmation of quotes has been received before a purchase decision is made and made in accordance with value for money principles).

Orders over £20,000 up to £50,000

11. Three written quotes must be obtained and details kept for audit purposes.

Orders over £50,000 up to UK PPN threshold

12. All goods/services ordered with a value over £50,000 up to UK PPN threshold must be subject to formal tendering procedures with four quotations.

Official Journal of UK PPN

13. Purchases over £214,904 are to be dealt with in accordance with the Official Journal of the UK PPN. Prior to any process being commenced, follow this link to ensure limits are current. https://www.gov.uk/government/collections/procurement-policy-notes Advice must also be sought from the Trust Auditors before proceeding.

Credit Cards

14. Everychild Partnership Trust operates a corporate Credit Card through Lloyds Bank. This facility allows the purchase of goods where it is not possible or appropriate for payment to be made through an invoice. Examples include internet purchases, purchases by telephone and 'In Person' purchases where an invoice or account is not possible. The approved users are Headteachers, CEO and Directors. The credit cards must be kept safe at all times when not in use. Personal credit cards must not be used for the purchase of items for the Academy Trust.

Using the Corporate Credit Card

Only the named cardholders may use the credit card. Other members of staff may not 'borrow' the card to record the card number for purchasing items. When using a credit card for internet purchases, card holders must ensure that the internet site is secure and that all companies used are reputable. Never disclose a credit card number on an e-mail. This method of payment is not secure. Credit card receipts, invoices and e-mail confirmations of internet purchases **must** be sent to the CFO/finance Manager for evidence - finance@everychildtrust.co.uk, for processing onto PS Financials and, later, for matching to the credit card monthly statement.

8.   Staff Expenses

Agreed Staff expenses for travel and outgoings of no more than £50 can be claimed using a Staff Expenses form (sample below), which is available from the school office. You must obtain approval via email from the Headteacher for the right to incur the expense. If the expense is not prior approved, you will not receive reimbursement .

It must be authorised by the Headteacher before it is sent to the central team for payment. (Please ensure they have your bank details to avoid delays in payments).

All staff expense claims must be accompanied by a VAT receipt. If a receipt is not presented then the trust will not be able to reimburse the expense. The trust will also not be able to reimburse staff expenses if goods are being ordered to staff home addresses rather than the school address.

Name:			
Description	**Budget**	**Cost Centre**	**Amount**
		VAT	
		TOTAL	**£**

Please obtain the budget holder's signature: _____

Mileage claims @ 45p per mile - please use Google Maps to calculate your mileage

Date of Travel	From	To	Number of miles being claimed	Amount Claimed £

Signature of Claimant:		**Authorised by:**	
Date:		**Date:**	

9. Pay & Pensions

For all Pay and Pensions queries, please contact Goldie Davis in the Trust office as follows:

- Tel - 01737 926582 (Tuesdays)

- Email – gdavis@everychildpartnership.org.uk

Staff now receive their payslips electronically via HRConnectPay system

What is HRConnectPay?

Payslips, P60s and P45s are now available for you to access online anywhere from any device. These are no longer provided in paper format and the online versions are considered as official documents.

Any staff having difficulty in accessing their payslip should be referred to Goldie Davis (details above)

Overtime Payments:

All overtime claim forms must be sent/scanned and emailed to: gdavis@everychildpartnership.org.uk by the last day of the month. All overtime and travel expense claims will be paid the following month.

All overtime claims must be approved by the headteacher.

All overtime claim forms must be to the Payroll office by the last day of the month

10. Finance – Levels of Authority & Processes (Appendix A)

The Trust have appointed the CEO (Chief Executive Officer) as the Accounting Officer. This post confers responsibility for financial and administrative matters. This is a vital role, as the **Accounting Officer** is personally responsible to the Board of Trustees for:

- ensuring regularity and propriety;
- prudent and economical administration;
- avoidance of waste and extravagance;
- efficient and effective use of available resources; and
- day to day organisation, staffing and management of the academy.

The Accounting Officer may delegate, or appoint others to assist in these responsibilities, for example to the Chief Finance Officer (CFO) and other finance staff as approved by the Trust Board.

The **CEO** will have responsibility for:

- the day to day management of financial issues including the establishment and operation of a suitable accounting system;
- the management of the academy financial position at a strategic and operational level within the framework for financial control determined by the Board of Trustees;
- the maintenance of effective systems of internal control;
- ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the academy;
- the preparation of monthly management accounts;
- ensuring forms and returns are sent to the DfE in line with the timetable in the DfE guidance. Signing such forms as necessary.
- Authorising purchase orders over £20,000 and invoices over £10,000 that haven't followed the purchase ordering process.

The **Headteacher** retains responsibility for:

- approving new staff appointments within the approved staffing structure, except for any SLT posts which should be approved by the Trustees;
- Authorising curriculum expenditure within the agreed budget up to £5,000 and Un-budgeted expenditure up to £1,000.
- In conjunction with the CFO, authorising curriculum expenditure within the agreed budget from £5,001 up to £20,000
- Authorising requisitions within the limits of each budget assigned to the main budget annually.

11. Budget Monitoring

The School Office staff will record the current spend and the remaining budget on all orders prior to them being passed to the Headteacher for authorisation.

Budget holders will receive a half-termly report from the School Office on their spending to date with the balance remaining.

There will be a monthly meeting at each school between the 18th and 23rd of each month, with the Finance Manager/CFO and Headteacher to discuss the school budget and monthly monitoring (this meeting will be held over teams).

Director of Finance will meet with Headteachers in person termly.

Appendix D

Scheme of Delegation/Authorisation Limits

Purchase Limits – also see authorised signatory list

	Name(s)	Limit to sign orders	Limit to authorise payment of invoices	BACS authorisation limit	Credit card individual transaction limit without a Purchase Order Slip
Accounting Officer	Glenn Livingstone	£100,000*	£100,000*	£100,000	£100
Headteacher Baldwins Hill	Jenny Dabell	£20,000	£20,000	N/A	Order required
Headteacher Blackwell	Sarah Martin	£20,000	£20,000	N/A	Order required
Headteacher Burstow	Phil Tree	£20,000	£20,000	N/A	Order required
Headteacher Halsford Park	Claire Spencer	£20,000	£20,000	N/A	Order required
Headteacher Hatchlands	Moira Anderson	£20,000	£20,000	N/A	Order required
Nursery Manager Leaps	Natalie Walsh	£10,000	£10,000	N/A	Order required
Headteacher Sandcross	Mark Richards	£20,000	£20,000	N/A	Order required
Budget Holders & (Subject Champions) All Schools authorised by Headteacher & DoF		£5,000			
Director of Finance /CFO	Jill Abbott	£20,000	£20,000	*£100,000	£100
Director Of Operations	Anita Russell	£20,000	£20,000	*£100,000	£100
Head of Trust Inclusion	Emily Webster	£5,000	£5,000	N/A	
Trust Finance Manager	Josie Jervis	£2,000	Variance up to maximum of £50	N/A	
Trust Finance & Op's Officer	Michelle Brooks	£2,000	Variance up to maximum of £50		

* after prior notification/agreement with Academy Trust Board agreed at Trust meeting accommodate new build or CIF projects