

## **SECTION F: GOVERNANCE**

### **F1 REPORTING TO THE BOARD**

- 1.0** The Board will be well informed and able to make good decisions in policy formation and governance issues by ensuring communication between school leadership and the Board is open, regular and specific.

**Ratified 25/06/2014 (BoT)**  
**Ratified 30/09/2015 (BoT)**  
Reviewed/updated 31/03/2017 (DCD)  
**Reviewed/ratified 10/04/2017 (BoT)**

### **F2 FINANCIAL MANAGEMENT**

- 2.0** The finance policies of the school are governed by the Education Act, and in the event of conflicting requirements the Act 1989 and amendments takes priority over local policies.

**Ratified 30/05/2013 (BoT)**  
**Ratified 30/09/2015 (BoT)**  
Reviewed/updated 31/03/2017 (DCD)  
**Reviewed/amended/ratified 10/04/2017 (BoT)**

#### **F2.1 FUNDING**

- 2.1.1** The Board will account for all funds received from any source as required by statute and regulation.
- 2.1.2** Approval for school-based fundraising is delegated to the Principal, except in the case of “major” fund raising activities.

**Ratified 30/05/2013 (BoT)**  
**Ratified 30/09/2015 (BoT)**  
Reviewed 31/03/2017 (DCD)  
**Reviewed/ratified 10/04/2017 (BoT)**

#### **F2.2 FINANCIAL PLANNING**

- 2.2.1** Annual budgets will be prepared by the Finance Committee in conjunction with strategic and annual planning for all known financial activities of the school, both curricular and non-curricular, reflecting sources of finance and planned expenditure. These budgets and any subsequent amendments require the approval of the full Board.
- 2.2.2** The Executive Officer will keep staff informed of expenditure under their control compared to budget.
- 2.2.3** Every year the Board will delegate responsibilities to the Principal and to Board Committees for the efficient running of the school

**Ratified 30/05/2013 (BoT)**  
**Ratified 30/09/2015 (BoT)**  
Reviewed/updated 31/03/2107 (DCD)  
**Reviewed/ratified 07/07/2017 (BoT)**

## **F2.3 FINANCIAL DELEGATIONS**

**2.3** The Board will review annually a Schedule of Financial Delegations

**Ratified 25/06/2014 (BoT)**  
**Ratified 30/09/2015 (BoT)**  
**Ratified 28/01/2016 (BoT)**  
Reviewed Jan 2017 (DCD)  
**Reviewed 26/01/2017 (BoT)**

## **F2.4 EDUCATION OUTSIDE THE CLASSROOM (EOTC)**

**2.4.1** Financial reports will be provided for approval

**2.4.2** Regular liaison with the school's PCTA will be maintained to ensure financial planning is coordinated

**2.4.3** Annual accounts will comply with the minimum standards set by the appropriate authorities

**Ratified 30/05/2013 (BoT)**  
**Ratified 30/09/2015 (BoT)**  
Reviewed/updated 31/03/2017 (DCD)  
**Reviewed/ratified 10/4/2017 (BoT)**

## **F2.5 BANK ACCOUNTS**

**2.5.1** All bank accounts opened and operated in the name of the school must be approved by the Board. School funds must be banked intact to these accounts, and all expenditure authorised in accordance with written procedures.

**2.5.2** Two authorised signatures are required on all cheques or other bank payments. The signatories will be the Principal, Deputy Principal, Assistant Principal (Student Support), BOT Chair and Deputy Chair.

**2.5.3** A register is to be kept of all school accounts, trusts, investments and overdraft facilities.

**Ratified 30/05/2013 (BoT)**  
**Amended/ratified 30/09/2015 (BoT)**  
Reviewed/updated 31/03/2107 (DCD)  
**Reviewed/ratified 10/04/2017 (BoT)**

## **F2.6 CASH MANAGEMENT**

- 2.6.1** Cash surpluses or deficits will be managed to optimise the financial benefit to the school.
- 2.6.2** All approved accounts will be paid when due with a view to minimising outstanding accounts. Internal controls will be maintained to provide proper safeguards for school funds and assets.
- 2.6.3** Responsibilities and functions of employees will be documented to provide a clear record for control purposes.

**Ratified 30/05/2013 (BoT)**  
**Amended/ratified 30/09/2015 (BoT)**  
Reviewed 31/03/2107 (DCD)  
**Reviewed/ratified 10/04/2017 (BoT)**

## **F2.7 LEVIES AND DONATIONS**

- 2.7.1** Student donations are set and reviewed annually by the Board.
- 2.7.2** The Board authorises the school to charge and collect funds to cover co-curricular activities

**Ratified 30/05/2013 (BoT)**  
Reviewed 31/03/2017 (DCD)  
**Reviewed/ratified 10/04/2017 (BoT)**

## **F2.8 PURCHASING OF SERVICES AND SUPPLIES**

- 2.8.1** All purchases of services and supplies must be authorised in accordance with written procedures. Board policy requires regular review of purchases by school management to ensure competitive pricing and value for money expended.
- 2.8.2** Three quotes should be sought for supplies / services in excess of \$5,000.

**Ratified 30/05/2013 (BoT)**  
**Ratified 30/09/2015 (BoT)**  
Reviewed 31/03/2107 (DCD)  
**Reviewed/ratified 10/04/2017 (BoT)**

## **F2.9 FIXED ASSETS**

- 2.9.1** The school will maintain an up to date asset register.
- 2.9.2** All purchases of fixed assets over the value of \$2,000 must be approved by the Board

**Ratified 30/05/2013 (BoT)**  
**Ratified 30/09/2015 (BoT)**  
Reviewed 31/03/2107 (DCD)  
**Reviewed/ratified 10/04/2017 (BoT)**

## **F2.10 FINANCE COMMITTEE**

- 2.10.1** The Finance Committee will advise the Board on financial policy and variance and Will provide recommendations based on detailed reviews of Board financial matters.

**Ratified 30/05/2013 (BoT)**  
**Ratified 30/09/2015 (BoT)**  
Reviewed 31/03/2107 (DCD)  
**Reviewed/ratified 10/04/2017 (BoT)**

## **F2.11 REIMBURSEMENT OF AUTHORISED EXPENDITURE**

- 2.11.1** Authorised expenditure incurred by staff and other persons on behalf of the school will be reimbursed on presentation of appropriate supporting documentation.

**Ratified 30/05/2013 (BoT)**  
**Ratified 30/09/2015 (BoT)**  
Reviewed 31/03/2107 (DCD)  
**Reviewed/ratified 10/04/2017 (BoT)**

## **F2.12 RISK MANAGEMENT**

- 2.12.1** The Board will ensure that procedures are in place to protect the physical and financial resources of the school.
- 2.12.2** The school will keep in place current insurance as required to ensure insurable risks are covered in accordance with common practice.

**Ratified 25/06/2014 (BoT)**  
**Ratified 30/09/2015 (BoT)**  
Reviewed/updated 31/03/2107 (DCD)  
**Reviewed/ratified 07/07/2017 (BoT)**

## **F2.13 THEFT AND FRAUD**

- 2.13.1** The Board will have in place systems and checks that will enable accurate and effective monitoring for theft and fraud.

**Ratified 28/10/2015 (BoT)**  
Reviewed 31/03/2107 (DCD)  
**Reviewed/ratified 07/07/2017 (BoT)**

**F3 PROPERTY**

The Board will have a long term strategic plan to ensure adequate and appropriate physical, and teaching and learning resources to achieve its goals and objectives.

**Ratified 25/06/2014 (BoT)**  
**Ratified 25/02/2016 (BoT)**  
Reviewed 31/03/2107 (DCD)

**F4 SELF REVIEW**

To fulfil the requirements of The National Administration Guidelines and to promote continuous school improvement, the Board will maintain an ongoing programme of self review.

**Ratified 25/06/2014 (BoT)**  
**Ratified 25/08/2016 (BoT)**  
Reviewed 31/03/2107 (DCD)  
**Reviewed/ratified 7/07/2017 (BoT)**

