

ST JOSEPH'S SCHOOL

CURRICULUM BUDGETING PROCEDURE



At St Joseph's School we acknowledge that Catholic Education, centred on a daily encounter with Jesus, is part of a life-long process leading to a full and rewarding life.

The effective provision of all resources necessary for the implementation of teaching, learning and support programmes is fundamental to meeting the needs of all students.

PURPOSE

1. To identify areas for spending in relation to the Curriculum Development Plan.
2. To give curriculum leaders authority to purchase up to agreed levels.
3. To present to the Board of Trustees a curriculum budget recommending the expenditure required to meet programme needs.

GUIDELINES

1. The Finance Committee in consultation with the Principal will set the curriculum portion of the budget.
2. At the beginning of Term 4 the Principal and Learning Leaders will work in consultation with the staff to develop a Curriculum Development Plan for the following year.
3. Spending in relation to the current Curriculum Development Plan will have priority.
4. The Principal, in consultation with staff, will make final adjustments before presenting the budget to the Board for approval.
5. Curriculum leaders may spend up to the budgeted figure.
6. All purchases must be recorded in an order book.
7. Curriculum spending will be reviewed regularly.

CONCLUSION

Involvement of all staff members in planning curriculum development will further the growth of individual professional development and responsibility.

Procedure Adoption: November 2020

Next Review Date: 2023