

## Appendix 3d: School Audits Revisited

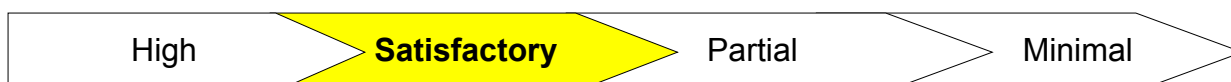
### Purpose of these audits

To assess whether the actions agreed in the original audit have been implemented and are now effectively embedded into the day-to-day operation of the school.

### Original Objective

To assess whether individual schools have adequate and effective governance, information and asset management as well as financial management and reporting arrangements in place.

### Chalkwell Hall Junior School



### Results

Fully implemented	Substantially implemented	Partially implemented	Not implemented	Unable to retest
10	5	4	0	3

### Summary Findings

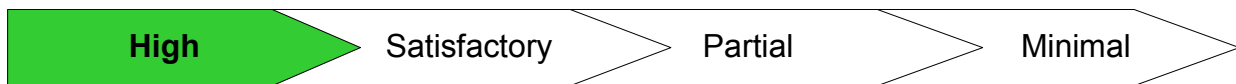
The School has made good progress in addressing the issues raised in the original report and therefore, strengthening its governance, information and asset management and financial management and reporting arrangements. It was not possible to test a few actions, as those particular circumstances have not arisen since the audit was undertaken (e.g. there have been no changes to supplier details). However, the procedures are in place should the circumstances arise.

Work is now underway to:

- develop an action plan to address improvement opportunities highlighted by the annual assessment of the Governing Body's performance
- complete the desktop testing of scenarios with the Senior Leadership Team so all staff are aware of the Business Continuity Plan process
- fully implement the new Asset Management System, which involves allotting new numbers to all assets and ensuring serial numbers are properly recorded on it
- strengthen the School's purchasing arrangements by:
  - requiring someone independent of the person raising the order, to sign it to confirm the goods have been received in a good condition
  - retaining order forms and good receipt notes, attaching both to the Purchase Order Form and invoice paperwork.
- develop contract management guidelines in line with Southend-on-Sea Borough Council's Contract Procedure rules.

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### St George's Catholic Primary School



#### Results

Fully implemented	Substantially implemented	Partially implemented	Not implemented	Agreed action closed
7	0	2	0	0

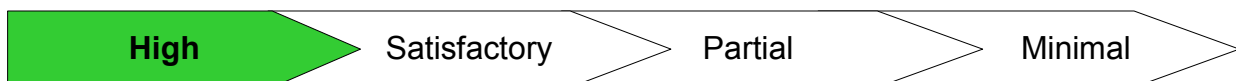
#### Summary Findings

The School has made considerable progress in addressing the issues raised in the original report and therefore strengthening its governance, information and asset management and financial management and reporting arrangements.

With regard to the outstanding issues:

- the School still needs to complete the tendering exercise for its Catering Services and let a contract in accordance with Contract Procedure Rules
- better evidencing is required of the work done by both staff and Governors when:
  - confirming the inventory is accurate and complete
  - undertaking spot checks to confirm assets still exist.
- the Asset Register still needs to be independently checked, annually, to confirm it is a true and accurate record of the Schools assets.

### St Helen's Catholic Primary School



#### Results

Fully implemented	Substantially implemented	Partially implemented	Not implemented	Agreed action closed
18	2	2	0	0

#### Summary Findings

The School has made excellent progress in addressing the issues raised in the original report and therefore strengthening its governance, information and asset management and financial management and reporting arrangements.

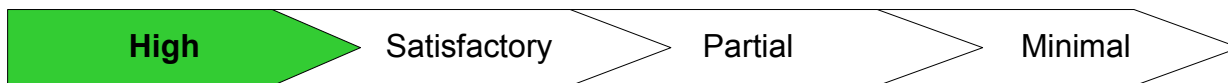
All that remains for the School to do is:

- approve the new Governor's Role Description
- complete the 'weeding' exercise of both electronic and hardcopy information

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- finish defining and documenting its contract management approach.

### St Nicholas School



### Results

Fully implemented	Substantially implemented	Partially implemented	Not implemented	Agreed action closed
15	2	2	0	0

### Summary Findings

The School has made excellent progress in addressing the issues raised in the original report and therefore, strengthening its governance, information and asset management as well as financial management and reporting arrangements.

In order to complete the work on its governance arrangements, the School just needs to plan to provide an annual report on whether it has delivered against its Terms of Reference.

All the actions relating to information and asset management have been implemented, with the exception of undertaking regular:

- weeding exercises of both electronic and hardcopy information in line with the requirements of the Record Management Policy
- planned tests of the Managing Critical Incidents Policy.

Finally, the only outstanding action to take regarding the financial management and reporting arrangements, relates to documenting a contract management approach.