

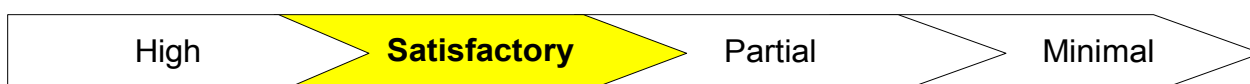
Appendix 2d: Schools Audit Opinions and Themes

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.

Earls Hall Primary School

Overall Opinion



Scope and Control Opinions

Key controls audited	Strength of control
<i>Governance</i>	
The Governing Body is properly formed and Governors are effectively recruited and trained.	Partial
Governors are provided with sufficient information to exercise their oversight role effectively.	Partial
Roles, responsibilities and powers are clearly defined and enforced.	High
<i>Information and Asset Management</i>	
Confidential, personal and sensitive information is effectively managed and secured.	Satisfactory
Assets are secured and maintained.	Satisfactory
<i>Financial Monitoring and Control</i>	
There are sufficient, appropriately qualified and experienced finance staff to plan, process and manage financial arrangements effectively and efficiently.	Satisfactory
Effective financial planning that provides a clear view of how the College will use its resources to achieve objectives.	High
The budget position is accurately known, monitored on a regular, timely basis and reported to senior management and the Governing Body.	High
Financial transactions are accurate, complete, authorised, substantiated, made securely and accurately recorded.	Partial
Goods and services are procured fairly and achieve value for money.	Satisfactory

Number of actions agreed: High: 11 Medium: 0 Total: 11

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Summary

Governance

A 'Full Governing Body' has been established which now makes all decisions for the School and is effectively operated. A skills audit of the Governing Body had been undertaken, which covered all of the key competencies in line with the person specification contained within the Governor Job Description. This has been used to inform the future training needs of the Governing Body and recruitment activity.

Further work is now required to:

- develop a Terms of Reference for the newly structured Full Governing Body and then periodically assess performance against this
- ensure that all governors have registered their business interests.

Information and Asset Management

The majority of the School policies were reviewed and approved by the Full Governing Body in 2016, however; the Data Retention Policy was not among them. The School still needs to refresh its Data Retention Policy taking into account the implications of the new General Data Protection Regulation, which will come into force in May 2018.

An Asset Register is maintained which records all the relevant information about each asset. A check should be completed to confirm all relevant assets have been security marked.

The health and safety testing schedule needs amending to include a programme of planned preventative maintenance of the School's physical infrastructure. Regular maintenance and condition surveys of these assets are also required.

Financial Monitoring and Control

There are good arrangements in place to manage expenditure, which includes the Headteacher authorising all BACS runs, purchase orders, invoices and staff expenses. However, processes need to be developed to identify instances where purchase orders have not been raised, or were raised after the invoice date.

Job descriptions for the Office Assistants and Business Manager need to be amended to include the expected qualifications and experience for the roles.

Sales invoices are raised for the letting of School premises in line with the agreed Scale of Charges.

Further action is now being taken to:

- implement a process to independently check any additions and amendments to supplier details due to the high risk of fraud
- benchmark the cost of supply teachers to ensure best value for money is being obtained, having separate out from this code, spend on pupil premium teachers.

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Leigh North Street Primary School

Overall Opinion



Key controls audited	Strength of control
The Governing Body is properly formed and Governors are effectively recruited and trained.	Partial
Governors are provided with sufficient information to exercise their oversight role effectively.	Partial
Roles, responsibilities and powers are clearly defined and enforced.	Satisfactory
Confidential, personal and sensitive information is effectively managed and secured.	Partial
Assets are secured and maintained.	Partial
There are sufficient, appropriately qualified and experienced finance staff to plan, process and manage financial arrangements effectively and efficiently.	High
Effective financial planning that provides a clear view of how the school will use its resources to achieve objectives.	Satisfactory
The budget position is accurately known, monitored on a regular, timely basis and reported to senior management and the Governing Body.	Satisfactory
Financial transactions are accurate, complete, authorised, substantiated, made securely and accurately recorded.	Partial
Goods and services are procured fairly and achieve value for money.	Satisfactory

Number of actions agreed: High: 16 Medium: 0 Total: 16

Summary

Governance

A 'Full Governing Body' has been established which now makes all decisions for the School. Further work is now required to:

- develop a Terms of Reference for the newly structured Full Governing Body and then periodically assess performance against this
- build into its work programme the expectation that the School Development Plan is presented to the September Full Governing Body, annually

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- amend the Governor role description to set out the expected experience required
- ensure Governors' standing interests are properly recorded and the central register is kept up to date
- ensure staff are fully aware of emergency contact information required to implement the Managing Critical Incidents Policy.

The School needs to produce a Recruitment Policy and ensure that staff are aware of and are trained in implementing its requirements.

A central record is maintained which contains all information relating to staff Disclosure and Barring Service (DBS) checks. Amendments to this spreadsheet should be independently checked biannually to ensure the information within this central DBS record remains accurate and complete.

Information and Asset Management

The School needs to produce an Information Management Policy taking into account the implications of the new General Data Protection Regulation, which will come into force in May 2018.

School assets are recorded on an Asset Register, which is maintained by the Site Manager. It details the name and location of each asset but needs amending to include all serial numbers. Assets are security marked with invisible ink so they can be identified as School property. Spot checks need to be introduced to confirm they have all been marked and that they continue to exist.

Financial Monitoring and Control

The School needs to produce a Debt Recovery Policy that sets out the processes to be followed and the arrangements to report on its application to the Full Governing Body.

A Cash Flow Forecast should be produced monthly and included in the budget monitoring reports. Financial Regulations and the Scheme of Delegation are comprehensive and have been approved by the Governing Body. The Financial Regulations require:

- proper separation of duties when processing expenditure
- the need for the Headteacher or relevant Deputy to authorise all purchase orders, invoices, staff overtime payments and staff expenses.

Exception reports now need to be produced regularly to identify instances where purchase orders had not been raised as evidence was found where this was not the case. There is a need to reinstate the requirement (as outlined in Financial Regulations) to independently check any additions and amendments made to supplier details.

Sales invoices are raised for letting School premises in line with the agreed Schedule of Charges, which is detailed on the lettings application form. Prior approval should be obtained from the Headteacher, where the intention is to let premises but not apply the agreed Schedule of Charges.

A benchmarking exercise should be undertaken on the cost of supply teachers to ensure the School is receiving the best value for money from its current arrangements.