

Appendix 2f: Schools Audit Opinion 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.

Friars Primary School

Overall Opinion Adequate

Audit Enquiry	Assessment
Governance	
The governing body is properly formed and governors are effectively recruited and trained	Good
Governors are provided with sufficient information to exercise their oversight role effectively	Adequate
Roles, responsibilities and powers are clearly defined and enforced	Adequate
Information and Asset Management	
Confidential, personal and sensitive information is effectively managed and secured	Improvement Required
Assets are secured and maintained	Improvement Required
Financial Management and Reporting	
There are sufficient, appropriately qualified and experienced finance staff to plan, process and manage financial arrangements effectively and efficiently	Good
There is effective financial planning that provides a clear view of how the school will use its resources to achieve objectives	Improvement Required
The budget position is accurately known, monitored on a regular, timely basis and reported to senior management and the governing body	Adequate
Financial transactions are accurate, complete, authorised, substantiated, made securely and accurately recorded	Adequate
Goods and services are procured fairly and achieve value for money	Adequate

Number of actions agreed: High: 6 Medium: 13 Total: 19

Key improvements required

A Records Management Policy will be produced when a model is provided by the Council. Regular exercises will then be undertaken to identify and destroy relevant information in line with its requirements.

Asset management will be strengthened by:

- regularly reconciling new purchases to the asset register

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- undertaking spot checks to ensure the inventory remains accurate and all assets can be accounted for.

A log should be maintained of all assets loaned to staff, including laptops. Evidence should be retained that assets write offs have been authorised in line with the Scheme of Delegation.

A multi-year improvement plan should be developed that sets out the School's objectives and longer term targets, linked to an equivalent financial plan that demonstrates how it will be resourced.

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Hinguar Community Primary School Overall Opinion Improvement Required

Audit Enquiry	Assessment
Governance	
The governing body is properly formed and governors are effectively recruited and trained	Good
Governors are provided with sufficient information to exercise their oversight role effectively	Adequate
Roles, responsibilities and powers are clearly defined and enforced	Adequate
Information and Asset Management	
Confidential, personal and sensitive information is effectively managed and secured	Improvement Required
Assets are secured and maintained	Improvement Required
Financial Management and Reporting	
There are sufficient, appropriately qualified and experienced finance staff to plan, process and manage financial arrangements effectively and efficiently	Adequate
There is effective financial planning that provides a clear view of how the school will use its resources to achieve objectives	Improvement Required
The budget position is accurately known, monitored on a regular, timely basis and reported to senior management and the governing body	Adequate
Financial transactions are accurate, complete, authorised, substantiated, made securely and accurately recorded	Improvement Required
Goods and services are procured fairly and achieve value for money	Adequate

Number of actions agreed: High: 9 Medium: 17 Total: 26

Key improvements required

A Records Management Policy is being developed to guide users in the appropriate ways to collect, process, retain, transfer and destroy data and a full assets verification exercise is going to be conducted to confirm the location of assets.

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A multi-year improvement plan is being developed setting out objectives and longer-term targets, which will be coterminous with a multi-year financial plan which demonstrates how the improvement plan will be resourced.

Action is also being taken to ensure:

- a monthly cash flow forecast is produced and reported to the Governing Body on a regular basis
- for all orders, purchase orders are raised on the financial management system (SIMS) to commit the expenditure, prior to it being submitted
- orders are authorised independently in line with the Financial Regulations, prior to receiving the invoice and the relevant goods or services when appropriate
- proposed changes to supplier details and new supplier details are independently confirmed via a School-instigated contact with a known company representative. Evidence of this will be retained and amendments to SIMS independently checked for accuracy.

This will strengthen the general financial management of the School.

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Our Lady of Lourdes Catholic Primary School Overall Opinion Adequate

Audit Enquiry	Assessment
Governance	
The governing body is properly formed and governors are effectively recruited and trained	Adequate
Governors are provided with sufficient information to exercise their oversight role effectively	Adequate
Roles, responsibilities and powers are clearly defined and enforced	Good
Information and Asset Management	
Confidential, personal and sensitive information is effectively managed and secured	Adequate
Assets are secured and maintained	Improvement Required
Financial Management and Reporting	
There are sufficient, appropriately qualified and experienced finance staff to plan, process and manage financial arrangements effectively and efficiently	Adequate
There is effective financial planning that provides a clear view of how the school will use its resources to achieve objectives	Adequate
The budget position is accurately known, monitored on a regular, timely basis and reported to senior management and the governing body	Good
Financial transactions are accurate, complete, authorised, substantiated, made securely and accurately recorded	Improvement Required
Goods and services are procured fairly and achieve value for money	Good

Number of actions agreed: High: 8 Medium: 9 Total: 17

Key improvements required

A costed Asset Management Plan will be presented to the full Governing Body outlining the budget, reason and timing for proposed works and investment, and the funding source (revenue or capital). An annual programme for preventive maintenance of the school infrastructure will also be drawn up and linked to the overall Asset Management Plan.

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The inventory is being enhanced with relevant details about assets which are above an agreed minimum value (i.e. a description, reference / serial number, current condition, location and value where relevant). Termly asset verification checks are also to be undertaken and appropriately evidenced.

More formal procedures are being introduced to verify that proposed changes to supplier details (particularly current suppliers) are genuine. These checks will be documented. An independent sample check of all changes will also be undertaken periodically, and evidenced

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St Nicholas School

Overall Opinion

Adequate

Audit Enquiry	Assessment
Governance	
The governing body is properly formed and governors are effectively recruited and trained	Adequate
Governors are provided with sufficient information to exercise their oversight role effectively	Adequate
Roles, responsibilities and powers are clearly defined and enforced	Adequate
Information and Asset Management	
Confidential, personal and sensitive information is effectively managed and secured.	Improvement Required
Assets are secured and maintained	Adequate
Financial Management and Reporting	
There are sufficient, appropriately qualified and experienced finance staff to plan, process and manage financial arrangements effectively and efficiently	Good
There is effective financial planning that provides a clear view of how the school will use its resources to achieve objectives	Adequate
The budget position is accurately known, monitored on a regular, timely basis and reported to senior management and the governing body	Good
Financial transactions are accurate, complete, authorised, substantiated, made securely and accurately recorded	Adequate
Goods and services are procured fairly and achieve value for money	Adequate

Number of actions agreed:

High: 6

Medium: 13

Total: 19

Key improvements required

A Records Management Policy will be created to guide users in the appropriate ways to handle, collect, retain and destroy data.

The Managing Critical Incidents Policy will be reviewed and approved by the Governing Body, as evidenced through a formal minute. It will be regularly tested; the results analysed and reported upon to identify any required improvements required.