Finance services @ entrust-ed .co.uk

The assessment form

Scanned + emailed 13.2.19

School name: Forsbrook C.E. (C) Primary School

Local authority and school DfE numbers: 860 3000

List of questions	Answer (yes/in part/no)	Comments, evidence and proposed action
A: The governing body and school staff		
1. In the view of the governing body itself and of senior staff, does the governing body have adequate financial skills among its members to fulfil its role of challenge and support in the field of budget management and value for money?	YES	Members of the Resources committee completed the Skills Matrix at February 2019 termly meeting. Office/Headteacher completed the Skills Matrix Jan 2019. Resources Committee has a very experienced Chair and a member of the committee is a School Business Director at the feeder High School.
2. Does the governing body have a finance committee (or equivalent) with clear terms of reference and a knowledgeable and experienced chair?	YES	The school has a Resources Committee that meets at least termly. Terms of reference are updated annually along with the scheme of delegation.

3. Is there a clear definition of the relative responsibilities of the governing body and the school staff in the financial field?	YES	Office Manager carries out the day to day responsibilities with approval of orders/invoices/quotations from the Headteacher. BNF is produced by the Office Manager and Headteacher for approval by the Resources Committee. HCSS updated to reflect staffing members Monthly NML400 reports produced from Integra monthly for the Headteacher
4. Does the governing body receive clear and concise monitoring reports of the school's budget position at least three times a year?	YES	Budget reports produced for Resource Committee meetings and monthly for the Headteacher. Resource Committee reports information to the FGB.
5. Are business interests of governing body members and staff properly registered and taken into account so as to avoid conflicts of interest?	YES	Pecuniary interest forms completed annually at the start of each school year – attached and Register of Business Interests updated.
6. Does the school have access to an adequate level of financial expertise, including when specialist finance staff are absent, e.g. on sick leave?	YES	SLA with Entrust. Regular visits from JFU. Office Manager covered on staff absence insurance. Headteacher has knowledge of HCSS. Payroll is though Stoke LA who will process any new starters, overtime etc. For long term absence arrangement with BBHS via an SLA would be made.

		Clerical Assistant to be trained on orders and invoices.
7. Does the school review its staffing structure regularly?	YES	Staffing reviewed annually in line with the budget for the start of each school year. HCSS 5-year budget forecast
8. Have your pay decisions been reached in accordance with a pay policy reflecting clear performance criteria?	YES	Teaching staff performance reviews reflect their pay awards. Pay Committee reviews outcome annually in line with Pay Policy Percentage increases of pay policy approved at Resources Committee meeting
9. Has the use of professional independent advice informed part of the pay decision process in relation to the headteacher?	YES	A professional independent review is carried out annually to reflect the Headteacher's performance along with the Performance Management Committee of 3 governors. The Pay Committee approves any pay increase.
B: Setting the budget		
10. Is there a clear and demonstrable link between the school's budgeting and its plan for raising standards and attainment?	YES	The SLT review the school development plan which has a costing section – this is used to set the school budget and approved by governors.

11. Does the school make a forward projection of budget, including both revenue and capital funds, for at least three years, using the best available information?	YES	Budget projection input into HCSS to project a 5-year forecast. This includes income, expenditure, staffing, pupils on roll. 5-year forecast uploaded Dec 2018.
12. Does the school set a well-informed and balanced budget each year (with an agreed and timed plan for eliminating any deficit)?	YES	Budget planning sheet produced, discussed with and approved by the Resources Committee. Signed by the Chair of Governors before being uploaded to the LA. Budget reports regularly monitored before agreeing expenditure to avoid any deficit
13. Is end year outturn in line with budget projections, or if not, is the governing body alerted to significant variations in a timely manner, and do they result from explicitly planned changes or from genuinely unforeseeable circumstances?	YES	The school always aim for the year-end outturn to be in line with budget projections. If there are any variances due to unforeseen circumstances, they are reported to the Resources Committee
C: Value for money		
14. Does the school benchmark its income and expenditure annually against that of similar schools and investigate further where any category appears to be out of line?	YES	GOV.UK Benchmarking Report Card is used to compare income and expenditure with similar schools. Information is shared with our Chair of Governors/Resources

15. Does the school have procedures for purchasing goods and services that both meet legal requirements and secure value for money?	YES	All expenditure is approved by the Headteacher prior to any orders being placed. SCC approved suppliers/contractors are used. Quotations are sought for best value – headteacher approves supplier/contractor to be used.
16. Are balances at a reasonable level and does the school have a clear plan for using the money it plans to hold in balances at the end of each year?	YES	Balances are discussed and expenditure agreed. LAC funding is spent on the relevant students to support their learning within the academic year.
17. Does the school maintain its premises and other assets to an adequate standard to avoid future urgent need for replacement?	YES	Annual buildings and grounds inspection completed by the Chair of Governors and H&S Governor, SLA with Entrust Property Services
18. Does the school consider collaboration with others, e.g. on sharing staff or joint purchasing, where that would improve value for money?	YES	The Key membership with local pyramid schools Cropper Grounds maintenance Training with local pyramid schools
19. Can the school give examples of where it has improved the use of resources during the past year?	YES	KM and JH have supported other schools by delivering training to increase income.

		Change of suppliers for paper, exercise books and cleaning materials which are more cost effective. Use of schools purchase cards to purchase resources from Amazon, B&M etc.
D: Protecting public money		
20. Is the governing body sure that there are no outstanding matters from audit reports or from previous consideration of weaknesses by the governing body?	YES	At the end of the last financial year there were a number or anomalies with payroll. SCC were informed and our budget was reimbursed with these costs. Stoke Payroll reports are scrutinised for errors and SCC provide a monthly payroll costing report which is also scrutinised for errors.
21. Are there adequate arrangements in place to guard against fraud and theft by staff, contractors and suppliers (please note any instance of fraud or theft detected in the last 12 months)?	YES	Office Manager reviews monthly purchase card transactions – Headteachers purchase card has been cloned, so was stopped & replaced. Deputy Headteachers purchase card used in error for a personal transaction. Cheque issued by DH to cover the cost.

22. Are all staff aware of the school's whistleblowing arrangements and to whom they should report concerns?	YES	On the school's shared drive 'S' and school website and displayed in the staff room.
23. Does the school have an accounting system that is adequate and properly run and delivers accurate reports, including the annual Consistent Financial Reporting return?	YES	Integra finance system is used along with HCSS. HCSS is checked to ensure staffing matches with monthly payroll. Integra NML400 reports are produced for the Headteacher and Resources Committee
24. Does the school have adequate arrangements for audit of voluntary funds?	YES	School fund audited accounts attached for the period 01.09.17 – 31.08.18
25. Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance?	YES	The business continuity plan is under review by the Headteacher and will be completed following discussions with the SB – H&S Advisor and WK – BBHS Insurance is up to date – expiry date is 31.03.18

Outcome of self-assessment

E: Summary of agreed remedial action and timetable for reporting back

Signature: C Bratt Chair of Governors / Management Committee

Print full name of signatory: Christine Bratt

Print date SFVS agreed by full governing body/management committee: 6th February 2019

Date SFVS submitted to LA for review: 13.2.19 .