

| The Standard | Evidence for self assessment | Comments | Action needed | By when | Ashwood Park | | Giggill | | Netherton CE | | Northfield Road | | Russells Hall | | St Joseph's | | The Earls | | Summerhill | |
|---|--|--|--|---------|--------------|---------|---------|---------|--------------|---------|-----------------|---------|---------------|---------|-------------|---------|-----------|---------|------------|---------|
| | | | | | Met | Not met | Met | Not met | Met | Not met | Met | Not met | Met | Not met | Met | Not met | Met | Not met | Met | Not met |
| TYPE OF RETURN MADE | | | | | | MANUAL | MANUAL | MANUAL | ONLINE | ONLINE | ONLINE | MANUAL | | | | | | | | |
| 1.3 The head teacher and bursar (if in post) operate with financial integrity setting an example to governors and staff alike | You will be aware that the budget set was based on the best information available, balanced, aimed at recovering a previous deficit in the agreed manner, or intended to achieve only a prudent planned level of unspent balances. | * Ofsted 17/11/05 school gives value for money. Audit is due 4/7/05 (Russells Hall) | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| | You will have seen that financial performance has been substantially in line with budget. | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| | You will not be aware of any serious adverse issues (i.e. requiring immediate action) raised in internal audit or Ofsted reports on financial management matters. | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 1.4 The governing body has considered, signed and published a Controls Assurance Statement confirming that resources have been properly managed | You will be aware that the governing body discussed and agreed the Controls Assurance Statement, as shown in the minutes. | * Not sure what this document is. Clarification on sufficiency of wording * Need to ensure Govs sign & publish in Govs Annual Report (Northfield Road) * What is the Controls Assurance Statement? (Russells Hall) | * Direct schools to R documents in Standard Index online | | | | | x | ✓ | | x | | x | ✓ | | | x | | | |
| | You will have seen the Controls Assurance Statement published in the governors' annual report and be confident that it uses the wording specified by the DfES. | | | | | | | | ✓ | | x | | x | ✓ | | | x | | | |
| 1.5 The school has effective governance arrangements covering issues which include conflicts of interest and whistle blowing | You will be aware of the register of interests and have seen that all governors and senior staff have made an entry or declared that no entry is needed. | * Clarification required (Netherton) * Not aware of whistle blowing policy. Need to obtain copy of whistle blowing policy and inform staff & gov's (Russells Hall) | | | ✓ | ✓ | ✓ | | | x | ✓ | | ✓ | ✓ | | ✓ | | | | |
| | You will be aware that the register is regularly reviewed and updated. | | | | | ✓ | ✓ | ✓ | | | x | ✓ | | ✓ | ✓ | | ✓ | | | |
| | You will be aware that meetings provide an opportunity to declare interests, as recorded in the minutes. | | | | | ✓ | ✓ | ✓ | | | x | ✓ | | ✓ | ✓ | | ✓ | | | |
| | You will not be aware of any subsequent evidence that interests that should have been disclosed were not declared at the right time. | | | | | ✓ | ✓ | ✓ | | | | x | ✓ | | ✓ | ✓ | | ✓ | | |
| | You will be aware that school has a copy of the LEA whistle blowing policy and that governors and staff have been made aware of its contents. | | | | | | ✓ | ? | | | | x | ✓ | | ✓ | | | x | | |
| | You are satisfied that there are independent and effective clerking arrangements for the governing body and finance committee. | | | | | ✓ | ✓ | ✓ | | | | x | ✓ | | ✓ | ✓ | | ✓ | | |

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| 2.2 The staff with financial management responsibilities include individuals who are organised in a way that enables them to: - provide a strategic view - ensure accountability requirements - facilitate the effective operation of financial processes | You will have seen that the staffing structure of the school has been reviewed in the last two years. | * PA heads member of Governing Body & Finance Committee (Netherton). * Need to clarify the performance management targets of staff (Netherton) | Reiterate to schools that LFM (now Agresso) training is available and bespoke training on request. Schools to ensure a training budget is set. | | ✓ | | ✓ | | ✓ | | | x | | x | ✓ | | ✓ | | | | |
| | You will be aware that the costs of the structure are factored into the annual budgets. | * Need to do self evaluation of competencies (Northfield Road) | | | ✓ | | ✓ | | | | | x | | x | ✓ | | ✓ | | | | |
| | You are aware that the bursar, if one is employed, is a member of the senior management team or equivalent. | * The whole staffing structure SMT, Management Allowances - Teaching & Learning Allowances, Support Staff scales in line with Workforce | | | | | | | | | | | x | | x | ✓ | | ✓ | | | |
| | You will have seen a completed self-evaluation of staff financial management competencies. You will be satisfied that the full set of competencies is available and that the school is not over reliant on any one individual member of staff. | Remodelling etc re being reviewed during the Summer Term. Assimilation in June 05, Training re MA - TLAs 28/6/05 (Russells Hall) * We understand there is no legal requirement? (The Earls) | | | | | | | x | ✓ | | | x | | x | ✓ | | | | x | |
| | You aware that the person specifications for posts with key financial management responsibilities identify the competencies required and that recruitment procedures test these competencies. | | | | | | | | x | ✓ | | | x | | x | ✓ | | ✓ | | | |
| | You have seen that the performance management targets of staff with financial management responsibilities include relevant financial management targets and personal development objectives. | | | | | | | | x | | x | | x | | x | ✓ | | | x | | |
| | You are aware that the most recent budget has a specific allocation for staff financial management training and that it is sufficient. | | | | | ✓ | | | x | ✓ | | | x | | x | ✓ | | ✓ | | | |

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| 5.2 The school provides the LEA with accurate and up to date information in accordance with the LEA's needs. | You will be aware that the LEA Local Scheme of Delegation is available within the school and that its requirements have been met. | * Need to ensure the scheme of delegation is in school (Northfield Road) * ????????? (Russells Hall) | | | | MANUAL | MANUAL | MANUAL | ONLINE | ONLINE | ONLINE | MANUAL | | | | | | | | |
| | | | | | | ✓ | | ✓ | | ✓ | | | x | | x | ✓ | | ✓ | | |
| 5.3 The school complies with Consistent Financial Reporting requirements on a timely basis | You will be aware that Consistent Financial Reporting returns: · have been reconciled with the school's records · were submitted on time. | * Not precise enough (Gigmill) | * What needs to be more precise? Make a general point on Benchmarking and the value of it as a tool. | | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | |
| | | | | | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | |
| 5.4 The school has up to date, documented and approved financial regulations that are implemented consistently. | You are satisfied that financial regulations: · are either the model set provided by the LEA or are based on the LEA's requirements (as set out in the local Scheme of Delegation or other specific guidance) · have been formally adopted or approved · have been reviewed in the last two years · match the structure and requirements of the school · are available to all staff and governors who need to use them. | * Some items in place but need updating (Gigmill) * We need to check exactly what this is and that it has been formally approved (Russells Hall) | | | | | | | ✓ | ✓ | | | | x | ✓ | ✓ | | ✓ | | |
| | | | | | | | | | | ✓ | | | | x | ✓ | ✓ | | ✓ | | |
| | | | | | | | | | | ✓ | | | | x | ✓ | ✓ | | ✓ | | |
| | | | | | | | | | | ✓ | | | | x | ✓ | ✓ | | ✓ | | |
| 5.5 The school has up-to-date, documented and approved detailed financial procedures that are, tailored to the school's need and implemented consistently in practice. | You are satisfied that financial procedures: · have been approved · are appropriate for the systems in use at the school · are available to all the relevant staff · are regularly reviewed and updated. | * Use LEA procedures (Russells Hall) * Not all in writing, nor in one place. Need a tailored finance manual and need more consistent implementation by teachers (Earls) | | | | | | | ✓ | ✓ | | | | | ✓ | ✓ | | ✓ | | |
| | | | | | | | | ✓ | | | | | | ✓ | ✓ | ✓ | | ✓ | | |
| | | | | | | | | | | ✓ | | | | ✓ | ✓ | ✓ | | ✓ | | |
| | | | | | | | | | | ✓ | | | | ✓ | ✓ | ✓ | | ✓ | | |

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| 5.6 The school maintains proper accounting records throughout the year | You have seen that the accounting records, whether manual or computerised, are capable of providing up to date information on the school's financial position (position against budget, and cash and bank balances, as appropriate). | | | | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | | | |
| | You have been assured that accounting processes and records are up to date, including bank and control account reconciliations. | | | | | | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | | | |
| | You are aware that records are stored securely in accordance with LEA requirements. | | | | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | | | |
| 5.7 The governors and staff have evidence that there is effective control over: <ul style="list-style-type: none"> · financial management system · income received · payroll · purchasing · the banking system · petty cash holdings and payments · taxation system · voluntary funds · the school's assets | You have seen the school's self-assessment of each system. | * No school's self-assessment of each system - need to introduce (Northfield Road) * Audit due 4/7/05 (Russells Hall) | | | | | | ✓ | | ✓ | | | ✗ | | ✗ | | ✓ | | | ✗ | | |
| | You have seen audit reports relating to the systems and any action plans needed to deal with audit recommendations on those systems. | | | | | | ✓ | | ✓ | | | | ✗ | | ✗ | | ✓ | | ✓ | | | |
| | You are aware that there are satisfactory staffing arrangements for the systems. | | | | | | ✓ | | ✓ | | | | ✗ | | ✗ | | ✓ | | ✓ | | | |
| | You are not aware of any changes to systems or staffing that would impact on financial control and change your conclusions on the systems. | | | | | | ✓ | | ✓ | | | | ✗ | | ✗ | | ✓ | | ✓ | | | |