The Standard	Evidence for self assessment	Comments	Action needed	By when		wood ark	Gig	mill		nerton CE		hfield oad		sells all	S Jose		The Ear	s Su	ımmerhil
						Not		Not		Not		Not		Not		Not	No.		Not
										met	Met						Met m		let met
TYPE OF RETURN MADE					MAN	IUAL	MAN	IUAL	MAI	NUAL	ONI	LINE	ONI	INE	ONL	.INE	MANUA	L	
1. Leadership and Governance																			
1.1 The staff and governors have	You will have seen the written statement of	* Use of DAGB and internal training																+	
a shared understanding of their	roles and responsibilities and found it to be	(Netherton)					1		1		1		1		1				
own financial management roles	clear, with no gaps or overlaps in	* LEA induction pack but not a school					•		٠,		•		•		•				
and responsibilities and those of		specific one - need to investigate if							.	<u> </u>				L					
others	You will be aware that the governing body has																		
		nec (Northfield Road)			١.,														
	head teacher, bursar and finance committee	* Terms of reference for finance cttee,			✓		✓		✓		✓		✓		✓		✓		
	and that these are appropriate given their	finance update - brief reports termly																	
	roles.	budget summary in summer term.			ļ	ļ		ļ	ļ			ļ		ļ					
	You will be aware that their responsibilities are						,		1		1		,		/		✓		
	brought to the attention of new governors, e.g.	governors (Russells Hall)					٧		٧		٧		٧		٧		•		
	through an induction pack. You will have received annual financial up-					ļ													
	date training, regular news letters/bulletins or																		
	annual information packs provided to all						✓		✓		✓		✓		✓		✓		
	governors.																		
1.2 School governance	You will have seen that the governing body	* Finance committee meeting meets	* Put annual budget cycle on intranet to																
	and/or finance committee have considered the		aid timing of meetings				1		1		1		,		1		✓		
governors are able to fulfil their	financial matters appropriate to their	,, , , , , , , , , , , , , , , , , , , ,	3 3		٧		•		٧		✓		•		٧		v		
financial management roles and	responsibilities.																		
responsibilities properly	Your experience is that the timing of meetings									T									
	matches the deadlines for important financial						1		1		1		1		1		1		
	decisions (e.g. approval of the budget).						•		,		•		•		•		*		
	You will have seen that clear decisions have					ļ			ļ					ļ					
	been taken, communicated to relevant staff										1		1		✓				
	and monitored for implementation.																		
	Your experience is that there is a high degree				l			t	l	†		† <u> </u>		<u> </u>		t	·····		
	of participation in meetings by those attending																		1
	them demonstrated by the:				Ι.														1
	 number of governors who have 				✓				✓		✓		✓		✓		✓		1
	something to say																		1
	 usefulness of what they have to say 																		1

The Standard	Evidence for self assessment	Comments	Action needed	By when		wood	Gig	mill		erton		hfield oad	Rus	sells	Jose		The I	arls	Summ	erhill
	<u>!</u>				Г	Not		Not	_	Not		Not	- ''	Not	3036	Not		Not	$\overline{}$	Not
					Met		Met		Met	met	Met	met	Met		Met		Met		Met	
TYPE OF RETURN MADE					MAN	IUAL	MAN	UAL	MAN	IUAL	ONI	INE	ONL	INE	ONL	INE	MAN	UAL		
1.3 The head teacher and bursar	You will be aware that the budget set was	* Ofsted 17/1/05 school gives value for																		
(if in post) operate with financial	based on the best information available,	money. Audit is due 4/7/05 (Russells																		
integrity setting an example to	balanced, aimed at recovering a previous	Hall)			✓		1		✓		✓		✓		✓		✓			
governors and staff alike	deficit in the agreed manner, or intended to																			
	achieve only a prudent planned level of																			
	unspent balances. You will have seen that financial performance	1				ļ														
	has been substantially in line with budget.				/		1		1		1		1		1		/			
	has been substantially in line with budget.						•		,		•		•		,		•			
	You will not be aware of any serious adverse	1			····				l	 	l	l				<u> </u>	-			
	issues (i.e. requiring immediate action) raised								1		1		,				1			
	in internal audit or Ofsted reports on financial				✓		V		✓		✓		✓		✓		✓			
	management matters.																			
1.4 The governing body has	You will be aware that the governing body	* Not sure what this document is. *	* Direct schools to R documents in																	
considered, signed and published	discussed and agreed the Controls Assurance		Standard Index online					×	1			×		×	1			×		
a Controls Assurance Statement	Statement, as shown in the minutes.	* Need to ensure Govs sign & publish							,					••	•			•••		
confirming that resources have		in Govs Annual Report (Northfield																		
been properly managed	You will have seen the Controls Assurance	Road)																		
	Statement published in the governors' annual	* What is the Controls Assurance							✓			×		×	✓			×		
	report and be confident that it uses the	Statement? (Russells Hall)																		
1.5 The school has effective	wording specified by the DfES. You will be aware of the register of interests	* Clarification required (Netherton)																		
governance arrangements	and have seen that all governors and senior	* Not aware of whistle blowing policy.																		
covering issues which include	staff have made an entry or declared that no	Need to obtain copy of whistle blowing			✓		✓		✓			×	✓		✓		✓			
conflicts of interest and whistle	entry is needed.	policy and inform staff & govs (Russells																		
blowing		Hall)							√				√		1		✓			
	reviewed and updated.				✓		v		✓			×	✓		✓		V			
	You will be aware that meetings provide an																			
	opportunity to declare interests, as recorded in				✓		✓		✓			×	✓		✓		✓			
	the minutes.																			
	You will not be aware of any subsequent																			
	evidence that interests that should have been				✓		✓		✓			×	✓		✓		✓			
	disclosed were not declared at the right time.																			
	You will be aware that school has a copy of	1				<u> </u>				 	ļ					 	} -			
	the LEA whistle blowing policy and that								_				,							
	governors and staff have been made aware of						✓		?			×	✓		✓			×		
	its contents.																			
	You are satisfied that there are independent	1			·····					Ī	l	Ī							1	
	and effective clerking arrangements for the				✓		✓		✓			×	✓		✓		✓			
	governing body and finance committee.																			

The Standard	Evidence for self assessment	Comments	Action needed	By when	Ashw Pa		Gig	mill		erton	Nort	hfield oad		sells all		St eph's	The I	Earls	Sumn	nerhill
	!					Not	Met	Not met		Not		Not		Not		Not	Met	Not met	Met	Not met
TYPE OF RETURN MADE					MAN	UAL	MAN	UAL	MAN	NUAL	ON	LINE	ON	INE	ON	LINE	MAN	UAL		
2. People Management																				
individuals who are able to: be an effective "critical friend" on financial management issues	You have seen a completed self-evaluation of the governing body's competencies. You are satisfied that the full set of competencies is available to the school. You are conflident that the school is not over reliant on any one individual and that the appropriate governors are on the finance committee. You are aware the information pack provided to prospective governors includes details of desirable competencies. You will have received annual financial up date training, regular news letters/bulletins or annual information packs provided to all governors. Check that the update was less than a year ago. You will have seen the new governors' induction pack and be satisfied with the financial element of it. You will be satisfied that sufficient funds have	* Unsure if information pack exists.(Gigmill) * Working on proformas in toolkit (Netherton) * Need to do self evaluation of competencies (Northfield Road) * We are doing this as a part of this process (Russells Hall) *Not sure if financial elements for new governors induction pack has been satisfied (Earls)					*	x x x	✓	*		x x x		x x x	* * * * * * * * * * * * * * * * * * *		*	x		
	been allocated to pay for financial management training for governors.				✓		✓		✓			×		×	✓		✓			

The Standard	Evidence for self assessment	Comments	Action needed	By when		vood irk	Gig	mill		erton E		hfield oad	Rus		Jose	it eph's	The E	arls	Summ	erhill
						Not		Not		Not		Not		Not		Not		Not		Not
					Met		Met			met			Met			met		met	Met	met
TYPE OF RETURN MADE					MAN	UAL	MAN	UAL	MAN	IUAL	ON	LINE	ONL	INE	ONI	INE	MAN	UAL		
2.2 The staff with financial	You will have seen that the staffing structure		Reiterate to schools that LFM (now																	
	of the school has been reviewed in the last		Agresso) training is available and		,		١,		,											
include individuals who are	two years.		bespoke training on request. Schools		✓		✓		✓			×		×	✓		✓			
organised in a way that enables			to ensure a training budget is set.																	
them to:		management targets of staff								ļ										
 provide a strategic view 	You will be aware that the costs of the	(Netherton)																		
	structure are factored into the annual budgets.	* Need to do self evaluation of			✓		✓		✓			×		×	✓		✓			
		competencies (Northfield Road)					.					.								
 ensure accountability 	You are aware that the bursar, if one is	 * The whole staffing structure SMT, 																		
requirements	employed, is a member of the senior	Management Allowances - Teaching &										×		x	✓		✓			
	management team or equivalent.	Learning Allowances, Support Staff										 								
 facilitate the effective 	You will have seen a completed self-	scales in line with Workforce																		
operation of financial processes	evaluation of staff financial management	Remodelling etc re being reviewed																		
	competencies. You will be satisfied that the full							×	✓			×		x	✓			×		
	set of competencies is available and that the	in June 05, Training re MA - TLAs																		
	school is not over reliant on any one individual	28/6/05 (Russells Hall) *																		
	member of staff.	We understand there is no legal								ļ										
	You aware that the person specifications for	requirement? (The Earls)																		
	posts with key financial management								,						,					
	responsibilities identify the competencies							×	✓			×		×	✓		✓			
	required and that recruitment procedures test																			
	these competencies.						ļ			ļ		ļ								
	You have seen that the performance																			
	management targets of staff with financial									١					,					
	management responsibilities include relevant							×		×		×		×	✓			×		
	financial management targets and personal																			
	development objectives.						ļ			ļ		ļ							ļ.	
	You are aware that the most recent budget																			
	has a specific allocation for staff financial				✓			×	✓			×		x	✓		✓			
	management training and that it is sufficient.																			
I				I I								<u> </u>								

The Standard	Evidence for self assessment	Comments	Action needed	By when		wood ark	Giç	mill		erton		hfield oad	Russ		S Jose		The I	arls	Sumn	erhill
					Met	Not met	Met	Not met	Met	Not met	Met	Not met	Met	Not met	Met	Not	Met	Not	Met	Not met
TYPE OF RETURN MADE										NUAL		LINE								
3. Policy and Strategy																				_
is realistic and affordable in relation to available resources and cash flows is approved by governors on a timely basis reflects the school development plan is consistent with any longer term financial plans for recovering deficits or saving up	the financial content of the school development plan covering, say, the next 3 years, and are aware that it is reflected in the annual budget and in three-year budgets (if prepared).	Any predictions must bear this in mind. Govs are aware of the changing nature of the school role (Russells Hall)	The self assessment document is too superficial - schools need to refer to the Standard. We need to reinforce the point that schools should link the School Dev't Plan to the budget. Head/Bursar to be receptive to guidance from A/c Managers re reviewing historically set budgets. Head/Bursar to initiate review if necessary.				✓		✓		✓			×	√			×		
for future developments	You have seen that the head teacher's and bursar's reports to governors on the budget: - explain the basis for the planned level of unspent balances (or recovery of deficits) and that this is in line with school/LEA policy	* May need further clarification checks with account manager (Netherton)	Better planning for reserves is required and make sure it fits with the SDP.		√		✓		√		√			×	✓		✓			
	make the link between the school development plan and annual budget clear						✓		✓		✓			×	✓			×		
	explain the basis of income and expenditure estimates, and you agree that this basis is reasonable				✓		✓		✓		✓			×	✓		✓			
	You are aware that the budget, and any subsequent revisions to it, were approved at governing body meetings, as shown in the minutes.		Ensure virement policy has been drawn up and approved by Govs.		✓		1		1		✓			×	√		✓			
	For chequebook schools, you are aware that: the bank balance has not been overdrawn (or not exceeded the agreed overdraft limit) in the last year		Schools to be more proactive in monitoring capitation account cashflow and ensuring account does not go overdrawn. Bank rec to be done monthly.				✓				√			×						
	 cash flow is monitored and variances are investigated. 						✓				✓			×						

The Standard	Evidence for self assessment	Comments	Action needed	By when		vood ark	Gig	mill		erton E		nfield ad	Rus	sells all	Jose	it ph's	The E	arls	Summ	erhill
	-				Met	Not met	Met	Not met	Met	Not met	Met	Not met	Met	Not met	Met	Not met	Met	Not met		Not met
TYPE OF RETURN MADE					MAN	IUAL	MAN	IUAL	MAN	IUAL	ONL	INE	ONL	INE	ONL	INE	MAN	UAL		
4. Partnerships and Resources																				
	You are aware that the LEA Local Scheme of Delegation is available within the school. You have seen that the Scheme of Delegation is covered in governor induction training.	* Need to ensure availability within school & share with govs (Northfield Road) * We assume this is the Fair Funding documentation. We need to put an induction pack together (Russells Hall)			✓		√		✓			* *		×	✓		✓			
arrangements in place to secure	You are aware that the school's financial regulations and procedures require quotations and tenders at appropriate levels to encourage value for money.				~		✓		✓		~		~		✓		✓			
contractors	You are aware that the governing body considered a range of evidence that enabled it to sign a Best Value statement, which was subsequently returned to the LEA.						✓		✓		✓		✓		✓		✓			
	You are aware that the governing body has approved, after due consideration of cost and quality issues, the continuation (or cessation) of LEA sourced services, as set out in the minutes.				~				✓		✓		✓		✓		~			
5. Processes																				
and staff meets their needs by	You will have seen that reports provided for each level of financial management:	Further clarification/checking needed on this area (Gigmill)																		
being: · relevant	contain information which is relevant to the recipients financial management responsibilities (e.g. covering budgets that they are responsible for)				~		√		✓		✓		✓		√		1			
- accurate	are clearly presented so that information is easy to understand				✓		✓		✓		✓		✓		✓		✓			
· timely	are produced regularly and promptly				✓		✓	<u> </u>	✓		✓		✓		✓		√			
· user friendly	lead to appropriate management action.				✓		✓	<u> </u>	✓		✓		✓		✓		~			
	You will have seen that earmarked and similar funds are clearly stated and dealt with in accordance with the relevant terms and conditions.				✓		✓		✓		✓		✓		✓		✓			

The Standard	Evidence for self assessment	Comments	Action needed	By when		ark	Giç			erton		hfield oad		sells all		it ph's			Summ	
					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					MAN	IUAL	MAI	NUAL	MAI	NUAL	ON	LINE	ONI	INE	ONL	INE	MAN	UAL		
with accurate and up to date	of Delegation is available within the school and	* Need to ensure the scheme of delegation is in school (Northfield Road) * ?????????? (Russells Hall)			✓		✓		1			×		*	✓		1			
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.		4		✓		✓		✓		✓		√		√			
	were submitted on time.				✓		✓		✓		✓		✓		✓		✓		ı	
5.4 The school has up to date, documented and approved financial regulations that are implemented consistently.	requirements (as set out in the local Scheme of Delegation or other specific guidance)	* Some items inplace but need updating (Gigmill) * We need to check exactly what this is and that it has been formally approved (Russells Hall)							~		~			×	√		~			
	 have been formally adopted or approved 										✓			×	✓		✓		ı	
	have been reviewed in the last two years										✓			×	✓					
	match the structure and requirements of the school are available to all staff and governors										✓			×	✓		✓		ļ	
	who need to use them.										✓			×	✓		✓		.	
5.5 The school has up-to-date, documented and approved detailed financial procedures that are, tailored to the school's need	You are satisfied that financial procedures: have been approved	* Use LEA procedures (Russells Hall) * Not all in writing, nor in one place. Need a tailored finance manual and need more consistent implementation							1		✓		√		√					
and implemented consistently in practice.	at the school	by teachers (Earls)					✓				✓		✓		✓		✓			
practice.	- are available to all the relevant staff										✓		✓		✓					
	 are regularly reviewed and updated. 										✓		✓		✓					
											✓		✓		✓					

The Standard	Evidence for self assessment	Comments	Action needed	By when		wood ark	Giç	gmill	Neth C	erton E		hfield oad	Rus		Jose		The I	arls	Summ	nerhill
						Not		Not		Not		Not		Not		Not		Not		Not
								met				met	Met		Met		Met		Met	met
TYPE OF RETURN MADE					MAN	NUAL	MAI	NUAL	MAN	IUAL	ONI	LINE	ONL	INE	ONL	INE	MAN	UAL		
	You have seen that the accounting records,																			
	whether manual or computerised, are capable																			
the year	of providing up to date information on the school's financial position I position against				✓		✓		✓		✓		✓		✓		✓			
	budget, and cash and bank balances, as																			
	appropriate).																			
	You have been assured that accounting																			
	processes and records are up to date,						,		1		1		,		_		1			
	including bank and control account						V		٧		V		✓		✓		V			
	reconciliations.																			
	You are aware that records are stored																			
	securely in accordance with LEA				✓		✓		✓		✓		✓		✓		✓			
	requirements.																			
	You have seen the school's self-assessment	* No school's self-assessment of each																		
evidence that there is effective		system - need to introduce (Northfield					✓		✓			×		×	✓			×		
control over:		Road)				ļ														
financial management	You have seen audit reports relating to the	* Audit due 4/7/05 (Russells Hall)																		,
system	systems and any action plans needed to deal				✓		✓		✓			×		×	✓		✓			,
	with audit recommendations on those																			
· income received	systems. You are aware that there are satisfactory									 										
· income received	staffing arrangements for the systems.				✓		✓		✓			×		×	✓		✓			,
- payroll	You are not aware of any changes to systems																			
payron	or staffing that would impact on financial				,		,		,						_					
	control and change your conclusions on the				✓		✓		✓			×		×	V		✓			,
	systems.																			
purchasing																				
 the banking system 																				
petty cash holdings and																				
payments																				
taxation system																				
taxation system																				
 voluntary funds 							I													
the school's assets							l													