

	LA best practice advice	Example answer
Question 4 - Does the governing body receive clear and concise monitoring reports of the school's budget position at least three times a year?	Answers that provide at a minimum, dates of such meeting and also evidence of challenge by governor's, by way of minuted records.	Finance committee receive cost centre reports at 5 meetings per year. Notification of balances form reported to governors at the following meetings: July Form; 1st December 2014. December Form: 23rd March 2015 Finance committee reports to full governing body at full meetings. Finance committee interrogates any overspend/underspend/unusual activity. Governing body consulted regarding any additional requests for spending during the financial year e.g. additional laptops (meeting minutes 26/01/15)
Question 7 - Does the school review its staffing structure regularly?	Answers should be expanded to state when reviews took place, with reference to staffing structures and Governor minutes relating to this area.	The staffing structure has been reviewed regularly. In 2014 the structure of the Senior Leadership Team was reviewed. Evidence: * Governors minutes * Staffing structure plan Confidential Minutes from 29 April Governors Meeting
Questions 8 – 11 –category “Setting the budget”.	These questions require more evidence within each answer, specifically assumptions applied to the three year budget, e.g. pupil growth assumptions, school staffing structures, records of challenge by governors and action plans made for perceived shortfalls in revenue.	Question 10 Evidence of budget discussion is available in the F&P minutes held by the clerk to Governors. Alternative costed options are routinely identified and debated to provide stand-by solutions to identified contingencies. The budget is approved by Governors each year within the agreed timescale and no deficit budget is set. The local authority finance department monitors that this is so. The signed budget and working papers are available from the Business Manager in the school office. School continues to try to include more staff in the budget setting process for an improved and even more accurate budget. The Business Manager has a budget setting file for each year which is kept in the office.

	LA best practice advice	Example answer
Question 12 - 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?	Evidence of bench marking should be detailed in the document and dates and minutes of reports presented to governing bodies should also be included.	Following introduction of a new benchmarking report last financial year, governors found this report accessible and preferred to use this. Jan 2014. Headteacher & chair of governors have noted any variance – to be discussed further at future finance meeting. Minutes of extraordinary finance committee meeting dated 30th March 2015 show discussion on the new benchmarking report.
Question 13 - Does the school have procedures for purchasing goods and services that both meet legal requirements and secure value for money?	The financial management policy and purchasing procedures to be evidenced, detail of procedures and procurement examples to be listed.	The school seeks quotations for goods prior to order placement and negotiates with suppliers on a regular basis. Evidence: Purchasing procedures Financial Procedures document. Scheme of Delegation VFM statement When purchasing more specialist items such as IT equipment, companies are invited to give advice/demo. Opinion of other users/schools sought, 5 companies asked to quote and company chosen due to a combination of knowledge of product, after care, staff training and cost.
Question 17 - Can the school give examples of where it has improved the use of resources during the past year?	Details of examples of improvements should be listed.	Effective and creative use of pupil premium funding with process in place to measure impact. Switching suppliers and service providers where better pricing is available without loss of quality of product/service. This includes waste disposal, telecoms and energy providers during 2014/15. Innovative use of staff resources – ensuring skills are fully utilised (TA skills audit carried out and training tailored to their needs and current skills), covering teacher absence through directly employed teachers rather than use of supply agencies), ensuring that CPD/training is linked to SDP and switching resources as required to achieve school priorities (changing teacher and TA intervention groups to support academic shorfalls). Increase in lettings by refurbishing a school hall. Working towards being a cashless school saving admin time which can be used more effectively on other projects. School funding deposited in higher interest bank accounts.

	LA best practice advice	Example answer
Question 23 - Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance?	Business Continuity Plans and asset registers and should be detailed in the document.	The school has a web-based asset register which can be accessed externally. An audit of assets takes place annually. Insurance for the school buildings, contents and minibs is purchased annually through SBC. The server is backed-up daily and remotely by Capita. School has adequate supply insurance from Capita Best which includes maternity cover. The Business Manager has drawn up a detailed Business Continuity Plan. A 5 year SWOT analysis has been completed and reviewed by Governors
Summary of remedial action and timetable	Outcomes from last year should be presented as complete and individuals/committees should be assigned to future requirements/actions and timelines stated.	<p>PREVIOUS ACTIONS and Date Completed</p> <p>To undertake a declaration of interests of all senior staff staff January 2015 Yes</p> <p>To extend benchmarking against local schools May 14 No</p> <p>To meet new guidelines for nutritional values of school meals including allergens February 2015 Yes – on going</p> <p>To adopt the school's Whistle Blowing Policy June 2014 Yes</p> <p>To adopt the Business Continuity Plan June 2014 Yes</p> <p>Action and Date</p> <p>To plan the budget for 2015/16 and onwards with the view that income from a long-term letting may be terminated with just 6 months' notice March 2015</p> <p>To extend benchmarking against local schools February 2015</p> <p>To invest surplus balances in high interest accounts April 2015</p> <p>To ensure that the schools secures value for money across the school through the implementation of new procedures which will be followed by everyone June 15</p>