

REPORT OF GOVERNOR'S VISIT TO LAKESIDE SCHOOL

Governor's name: Di Chamberlain

Person(s) visited: Deirdre Blower, Business Manager

Date of visit: 3 August 2017

Length of visit: 1300 - 1430 hrs

Governors' area of interest: Finance

Purpose of visit: Finance reporting and monitoring

Summary of experiences:

Finance monitoring

At the last meeting Finance Governors had expressed their wish to review the way in which they monitored finances. To help draft a timetable for 2017/18 DBI sent the following to DC and DiB:

- Southern Internal Audit Partnership Internal Control Checklists (updated Sept 16)
- HCC Education Financial Services Training Pack – Financial Timetable

DC had downloaded Schools financial efficiency : top 10 planning checks for governors from the Education Funding Agency

DBI confirmed that the mid-year budget needs to be approved and on SAP by the end of November.

It was agreed to follow the recommended Schedule of Governors' Internal Control Checks, which takes place over a period of 3 years. DiB and DC scheduled to carry out 2017/18 checks as follows:

Autumn	Purchasing	14 September 2017 at 1300
Spring	Trip, Project and Dinner Money Income	8 February 2018 at 1300
Summer	Outreach Income	5 April 2018 at 1300

2018/19 checks would cover Payroll & Expenses, Banking, Petty Cash

2019/20 checks would cover Procurement Cards, H Account, Assets' Register

It was agreed that for a school this size it would be appropriate to spot check three records and then dig deeper if circumstances demanded closer investigation. Recommended checklist documentation would be used per Southern Internal Audit Partnership.

Budget Monitoring

Budget on track apart from Yr7 Catch-up funding and Top up funding being behind due to timing of receipt of funds. Costs for 2 new teachers in budget for Sept review. Costs for 2 new LSA already in budget with another LSA to be included for Sept budget review. It was agreed that DBI would continue to send the Monitoring Report to Governors in time for each FGB meeting.

Next meeting: To be arranged September

Di Chamberlain
6 August 2017