

## **REPORT OF GOVERNOR'S VISIT TO LAKESIDE SCHOOL**

**Governor's name:** Di Chamberlain

**Person(s) visited:** Deirdre Blower, Business Manager

**Date of visit:** 14 September 2017

**Length of visit:** 1400 - 1530 hrs

**Governors' area of interest:** Finance

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**Purpose of visit:** **MONITORING OF PURCHASING SYSTEM, PER LAKESIDE SCHEDULE OF GOVERNORS' INTERNAL CONTROL CHECKS**

### **Summary of experiences:**

**Best Value Statement** - Current statement shows "For works of more than **£100** (other than emergency repairs) the school seeks quotations or uses the recommended suppliers of HCC". The Southern Internal Audit Partnership, whose Internal Control Checklists we are working with, states "Select a sample of 5 purchases greater than **£1000** made in the last 12 months .....". It is therefore felt that current figure of £100 is a typo and Statement needs review and update.

### **Monitoring of Purchasing** using Internal Control Checklists guidelines

1. DB had transferred purchases into a spreadsheet so that amounts could be easily displayed in descending order. This also displayed those items charged by HCC over which we had no control. Looking at the remaining items over £1000 – DB had printed out invoices for each item. Since these were historical to DB appointment, we discussed these items for 17/18 and 16/17 in terms of quotes obtained and where principles of Best Value Statement were applicable. See action 3 below for queries raised, otherwise no issues identified.
2. There were no purchases over £1000,000 not carried out under HCC existing framework agreement.
3. Current HT delegated limit for spending decisions is £3000. DB suggests raising this to perhaps to £5000 to reflect current buying power.

### **ACTIONS:**

1. Review and update Best Value Statement
2. Review HT delegated limit
3. Why were there 2 amounts for Wireless Network Systems shown on 1 Jun 2017 (£2,367.26 and £1,912.23)?
4. Why were there 2 amounts for Library Refurbishment shown on 1 August 2016 (£3,000 and £2,965)?

Next meeting: 8 February 2018 – Monitoring Trip & Dinner Money Income

Di Chamberlain  
17 September 2017