

LIST OF QUESTIONS	ANSWER (Yes/In Part/No)	COMMENTS, EVIDENCE AND PROPOSED ACTIONS
A: The Governing Body and School Staff		
1. In the view of the governing body itself and of senior staff, does the governing body have adequate financial skills among its members to fulfil its role of challenge and support in the field of budget management and value for money?	In Part	A Governing Body skills review has been carried out by the Governing Body with members having undergone relevant training provided by Governor Services. The Governing Body is currently recruiting for Governors and recognises the need to recruit someone with an accountancy or business background.
2. Does the governing body have a finance committee (or equivalent) with clear terms of reference and a knowledgeable and experienced chair?	Yes	The Governing Body has clear Terms of Reference. The budget and finance is reviewed at each GB meeting to review spending and balance, raise any purchase order requests over the agreed limit and discuss proposals. Notes: Terms of Reference are reviewed annually as per GB Work Planner and GB meetings are scheduled around key financial dates. Two named governors meet with the Business Manager half termly to discuss and monitor financial matters.
3. Is there a clear definition of the relative responsibilities of the governing body and the school staff in the financial field?	Yes	There is a staff/organisation structure chart. The GB is allocated their responsibilities i.e. Chair - Finance, Safeguarding, Health and Safety. Clear levels of authorisation documented and induction packs sent to new members of the GB.
4. Does the governing body receive clear and concise monitoring reports of the school's budget position at least three times a year?	Yes	The Governing Body is reported to at each meeting by the Business Manager who provides a monthly monitoring report. Questions/discussions at each GB meeting surrounding performance, budget etc., which is documented in the minutes. Report on Capital Funding via HT report to FGB depending on activity.
5. Are business interests of governing body members and staff properly registered and taken into account so as to avoid conflicts of interest?	Yes	At each GB meeting a note of Pecuniary Interests is made. Annual Pecuniary Interests forms are completed by the GB and budget holders.

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6. Does the school have access to an adequate level of financial expertise, including when specialist finance staff are absent, eg on sick leave?	Yes	The Business Manager attends regular workshops and network meetings, together with support from Education Financial Services in the event of clarification required and/or long term sickness. Locum support would be available to cover long term sickness of the BM under the Service Level Agreement with EFS. The BM is currently introducing a buddy system within the admin team to ensure all critical tasks can be covered when necessary.
7. Does the school review its staffing structure regularly?	Yes	Staffing / Organisational chart, including Pay Policy is reviewed annually and discussions held within GB meetings of any changes/amendments to vacancies. HT meets regularly with Pay and Personnel Committee to discuss impact of staffing to improve outcomes for pupils.
8. Have your pay decisions been reached in accordance with a pay policy reflecting clear performance criteria?	Yes	Pay Policy. Governing Body Annual Audit of Performance Management. Governing Body and Pay and Personnel Minutes. Performance Management documents for Headteacher.
9. Has the use of professional independent advice informed part of the pay decision process in relation to the headteacher?	Yes	Pay Policy and Performance Management Policy. LLP used for Headteacher Performance Management. Headteacher Review form.
B: Setting the Budget		
10. Is there a clear and demonstrable link between the school's budgeting and its plan for raising standards and attainment?	Yes	There is a clear link between the SIP and the Schools' budgeting as shown in the GB meeting minutes when performance management standards and attainment are challenged. Proposals and comments are discussed and investigated and/or challenged further for support evidence. Budget reflects allowance for social development of pupils in house and offsite. Three year plan approved.

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11. Does the school make a forward projection of budget, including both revenue and capital funds, for at least three years, using the best available information?	Yes	The school discusses the forward projection of the budget, including the Revenue and Capital funds. Plans are discussed and agreed in GB meetings together with reasons behind differences, along with any change in pupil numbers and funding. Senior staff and governors are aware of the impact and uncertainty caused by continual changes to funding policy.
12. Does the school set a well-informed and balanced budget each year (with an agreed and timed plan for eliminating any deficit)?	Yes	The budget is set each year after discussion and agreement at GB meetings with clear explanation on allocations.
13. Is end year outturn in line with budget projections, or if not, is the governing body alerted to significant variations in a timely manner, and do they result from explicitly planned changes or from genuinely unforeseeable circumstances?	Yes	The Headteacher informs the GB of the budget situation at each meeting. The budget is discussed in depth to ensure it is in line with projections and where, if needed, changes/revisions need to be made and the reasons why. This then goes towards the planning for the forthcoming year's budget.
C: Value for Money		
14. 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?	Yes	The GB annually looks at Benchmarking against other SMEH schools nationally, however there are very few other SMEH residential schools with similar facilities.
15. Does the school have procedures for purchasing goods and services that both meet legal requirements and secure value for money?	Yes	Lakeside School adheres to the HCC Manual of Financial Practice and Procedure and Statement of Financial Expectations working in line with the HCC procurement procedures, together with the levels of authorisation of expenditure allowed for the HT. Since April 2015 Lakeside will have worked with the IBC Model 1 as agreed with the Governing Body to enable invoices to be paid direct by the school, providing faster, more accurate and efficient payments to our suppliers.

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<p>16. Are balances at a reasonable level and does the school have a clear plan for using the money it plans to hold in balances at the end of each year?</p>	<p>Yes</p>	<p>The balances held are at an acceptable level and clear plans have been made for expenditure as minuted at GB meetings with discussions as appropriate surrounding unknown future income due to funding changes.</p>
<p>17. Does the school maintain its premises and other assets to an adequate standard to avoid future urgent need for replacement?</p>	<p>Yes</p>	<p>The school is very much aware of its surroundings and ensures that the school is maintained to a high standard to meet the needs of its pupils. If areas are identified following inspections this is brought to the attention of the HT and GB where necessary. All required safety checks are carried out and six monthly H&S reviews are carried out, together with H&S Audit by a member of the GB. Minutes of Management Partnership Property, Business and Regulatory Services shared by HT to GB.</p>
<p>18. Does the school consider collaboration with others, eg on sharing staff or joint purchasing, where that would improve value for money?</p>	<p>Yes</p>	<p>Staff attend Consortium/Network meetings sharing Good Practice. The Outreach programme continues to provide collaboration with other schools. FareShare (Scratch) Charity food received into the boarding house weekly.</p>
<p>19. Can the school give examples of where it has improved the use of resources during the past year?</p>	<p>Yes</p>	<p>The school has introduced an additional classroom (Portakabin), new IP phones to extend the current phone system and an electronic asset register. The school is improving the side garden area as part of an on-going project to help develop pupil social skills and attendance. The school is due to take delivery of an MPV to enable staff without a D1 classification on their driving licence to drive a school vehicle. The therapy unit has been refurbished, new story boards have been placed around the school and a couple of classrooms and offices have been refurbished.</p>

D: Protecting Public Money

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20. Is the governing body sure that there are no outstanding matters from audit reports or from previous consideration of weaknesses by the governing body?	Yes	There are no audit matters outstanding. Recent OFSTED inspections of the school and boarding house have indicated tha the school in boths areas is outstanding. All recommnedations from these inspection have been included in the SIP.
21. Are there adequate arrangements in place to guard against fraud and theft by staff, contractors and suppliers (please note any instance of fraud or theft detected in the last 12 months)?	Yes	No cases of fraud or theft have been detected within the last 12 months or within any time during the last 15 years. Visitors are always accompanied when on the school site. There are separation of duty procedures in place for the entering of school dinner monies and banking of this money. The GB follow the recommended schedule of internal audits and pecuniary interests declared at each GB meeting.
22. Are all staff aware of the school's whistleblowing arrangements and to whom they should report concerns?	Yes	The HCC Whistleblowing Policy is reviewed and adopted by Governors annually. Copies of this policy are on the noticeboard in reception, the staffroom and the residential unit as outlined in the Staff Handbook.
23. Does the school have an accounting system that is adequate and properly run and delivers accurate reports, including the annual Consistent Financial Reporting return?	Yes	Lakeside, supported by Hampshire County Council's Integrated Business Centre (IBC), uses SAP for its accounting. This system meets all requirements and the CFR return is managed by HCC.
24. Does the school have adequate arrangements for audit of voluntary funds?	Yes	Lakeside School does not hold any Unofficial Accounts.
25. Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance?	Yes	The school maintains an inventory for any items over £250. Any broken/damaged items are signed off by the HT. There is a separate software licence inventory. Lakeside purchases all Service Level Agreements available from Hampshire County Council which includes a complete back-up recovering service from IT Services.

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OUTCOME OF SELF ASSESSMENT

E: Summary of agreed remedial action and timetable for reporting back:

1A - To actively recruit new governors to fill vacancies to include a governor with specific financial or business skills

[signed]

Date:

Chair of Governors