

SCHOOLS FORUM

MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 22 JUNE 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Mr N Baker (Chairman), Mr M Watson (Vice Chairman), Mrs A Bates, Miss Tracy Cornelius, Mr J Proctor, Mr N Roper, Mrs C Williamson, Mr G Croxford, Mr P Cook and Ms J Hughes

Also Present:

33 Apologies and Changes of Membership

Apologies were received from Michelle Chilcott- Academy Representative, Sue Jiggins- Primary Governor Representative, John Hamp- Special School Academy Representative and John Hawkins- School Teacher Representative.

Members George Croxford—WASSH Representative and Jill Hughes- Primary Parent Governor representative, were welcomed to Schools Forum.

34 Minutes of the previous Meeting

The minutes of the meeting held on Thursday 9 March 2017 were considered.

Resolved:

Minutes signed as a true and accurate record.

35 Declaration of Interests

There were no declarations of interest.

36 Chairman's Announcements

The Chairman informed the Members that this meeting was Martin Watson's last School Forum's meeting as WASSH representative. He was also thanked for his contribution as Vice-Chairman over the years.

37 **Children and Young People's Trust Board Update**

A verbal update was received from Susan Tanner- Head of Commissioning and Joint Planning who explained that an update report would be circulated, as attached, in the minutes.

38 **Internal Audit of Maintained Schools**

This agenda item was moved forward in the agenda with agreement of the Forum.

A presentation was delivered by Ian Withers- Associate Director of South West Audit Partnership, who summarised the report submitted with the agenda, which detailed audit work carried out by SWAP for 2016/17 in relation to maintained schools in Wiltshire.

It was explained that the 11 Primary Schools selected for audit were chosen using a risk based approach that included a number of factors, such as perceived control environment operating at the school, when last audited/outcome, materiality including expenditure and any management concerns.

Some of the key findings of the audit were highlighted, as detailed in the report and following a number of questions it was confirmed that risks within schools were not disproportionate to other areas of the LA. It was further confirmed that no frauds had been reported to or detected by the Internal Audit team.

A discussion was also raised regarding the use of the Education Funding Agency - Standard Assessment Form, (Schools Financial Value Standard) for self audit and it was agreed that a copy of the Assessment Form, would be included in the minutes.

Resolved:
To note the update report.

39 **Outturn report 2016-2017**

Liz Williams- Head of Finance, introduced the report which detailed the financial outturn for Dedicated School Grants (DSG) budgets in 2016-17.

The main points of the report were summarised, as listed in the report and attention was drawn towards the actions taken as a result of the March 2016 Schools Forum. Namely, in High Needs Budgets (0-25 SEND Service); a reduction in top up values, with projected savings of £0.9 million; reduction in unit costs for independent providers, with reduction in post 16 costs; also, a £0.203m recoupment of top up payments where high needs places were unfilled.

Questions were asked surrounding the increase of Named Pupil Allowance and it was confirmed that this was due to increased demand.

Resolved:

To note the outturn position for the Dedicated Schools Budget in 2016-17.

40 **Reports from Working Groups**

Resolved:

To note the Working Group update reports.

41 **Review of Enhanced Learning Provision Guidance**

Susan Tanner- Head of Commissioning introduced the report.

Particular attention was drawn towards the rising numbers of Education Health and Care Plans (EHCP), as shown in the report, along with the Low levels of progress and attainment amongst children and Young people with SEND.

The 3 stage approach of the ELP review was explained, as per the report, and the Forum were advised that the Guidance would be going for a wide consultation.

It was clarified that the proposed guidance would be implemented in September 2018-19. It was also explained that the rationale behind incorporating the ELP guidance within the SEN guidance was that ELP should not be looked at in isolation.

Some concerns were also raised with the recommendations. It was suggested that recommendation ii. be edited, to clarify differentiated curriculum did not necessarily entail physical separation from mainstream classes. It was also requested that the draft guidance would be sent out to Headteachers and SENCO's to avoid it being missed.

Resolved:

- **To note the contents of the draft guidance, with amendments to recommendation ii.**
- **To support the wider consultation.**
- **For the guidance to be sent to Headteachers and SENCO's.**

42 **Update on Development of SEMH Centres of Excellence**

Susan Tanner- Head of Commissioning introduced the report.

Details were given on the progress of the creation of a specialist resource base provision (in-reach and out-reach) for SEMH KS1 &KS2- £600k. Namely, that five expressions of interest were received, three from West, two from East Wiltshire Schools.

The key proposals of the Schools Forum Working Group, as listed in the report, were also discussed and approved by the Forum.

Resolved:

To note the update report and give approval to the key proposals.

43 **Confirmation of dates for future meetings**

Resolved:

The date of the next meeting was agreed as Thursday 5 October 2017.

44 **Urgent Items**

(Duration of meeting: 1.30 - 2.50 pm)

The Officer who has produced these minutes is Edmund Blick of Democratic Services, direct line 01225 718059, e-mail edmund.blick@wiltshire.gov.uk

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SCHOOLS FORUM

MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 9 MARCH 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Mr N Baker (Chairman), Mrs A Bates, Ms M Chilcott, Miss Tracy Cornelius, Mr J Hamp, Mr J Hawkins, Mrs S Jiggins, Mr J Proctor, Mr N Roper, Mr S White, Mrs C Williamson, Mr P Cook, Mr M Cawley and Miss Cathy Shahrokni

Also Present:

Cllr Richard Gamble

19 Apologies and Changes of Membership

RESOLVED:

The Committee noted the change in Membership as outlined in the Agenda.

20 Minutes of the previous Meeting

RESOLVED:

The minutes were agreed and signed as a true and accurate record.

21 Declaration of Interests

There were no declarations.

22 Chairman's Announcements

There were no announcements.

23 Children and Young People's Trust Board Update

Head of Commissioning and Joint Planning Susan Tanner gave an update for the Board, stating that an Early Year Board has been established, to ensure that children had the right help in Early Years and were school ready.

The Chairman also gave an update from the Education Transformation Board, stating that at the last conference, it was agreed that a Design Task Group would be established to represent all schools in Wiltshire. The Group would look at key issues such as leadership, viability, concerns and safeguarding.

24 **Budget Monitoring**

The budget monitoring information against the Dedicated Schools Grant (DSG) for the financial year 2016-17 was presented by Head of Finance Elizabeth Williams.

The Committee was referred to Appendix 1 which contained the relevant data. Notably, it was highlighted that the current projected overspend is just within the level of DSG reserve rolled forward in to 2016-17, and that any increase in the level of overspend between now and the end of the year would result in an overspend being carried forward in to 2017-18.

RESOLVED:

The Committee noted the report.

25 **Reports from Working Groups**

RESOLVED:

The Committee noted the reports and minutes of the Working Groups.

26 **School Budgets 2017-18 - Update Report**

Strategic Financial Support Manager Grant Davis introduced the report which sought to outline the key changes resulting from the schools funding formula for 2017-18. It was explained that the schools block was set at £260.78 million which is an increase of £4.68m on the 2016-17 funding level.

Attention was drawn to the tables in the report, showing changes in pupil numbers, "Per Pupil Funding" and other Elements. Changes to the Minimum Funding Guarantee and data surrounding the capped funding of schools were highlighted. It was explained that The Minimum Funding Guarantee ensures that schools are protected from a drop in their overall per pupil funding of greater than -1.5% but that schools seeing a gain in their level of per pupil funding are capped at 0.90%.

Appendix A of the report was referred to, showing the breakdown of top-up funding and the impact of increase agreed for 2017-18. Questions were asked surrounding the application of the Minimum Funding Guarantee to Special Schools and it was confirmed that there are different top up rates of Special Schools as a result of the minimum funding guarantee calculator.

RESOLVED:

The Committee noted the report.

27 **Analysis of Independent Provision Spend**

Head of Commissioning and Joint Planning Susan Tanner introduced the report, going through the Spend in detail. It was explained that the figures used on this report were based on full year costs not actual spend.

Notably, it was highlighted that there has been a significant reduction in independent specialist post 16 placement spend, alongside a significant increase in the number of post 16 learners, with a 57% increase in the number of post 16 SEN learners whilst spend is projected to decrease by 47%. It was explained that on average this meant a decrease of £56,000 to £24,000 per pupil. Consequently, the need to stop the flow of learners to independent provision was emphasised and that more need to be done to accommodate these learners internally.

The Officer also outlined the main reasons for placements in independent provision and the categories of spend for which the council may have been able to meet needs.

Questions were asked by Members as to the success rates at Tribunals. It was confirmed that a number of Tribunals have ruled against the Council and they have had to continue paying for the Independent Provider. The Officer said that the priority had to be stopping these places being taken up in the first place.

RESOLVED

The Committee noted the contents of the report.

28 **Allocation of Funding from Schools Block 2017-18**

Head of Commissioning and Joint Planning Susan Tanner introduced the report which explained 5 proposals for the allocation of £800,000, as identified at the January Schools Forum meeting. It was agreed that the Head of Commissioning and Joint Planning be tasked with identifying proposals for the use of this one-off money to support the delivery of the SEN Supporting Schools Strategy

The 5 proposals were discussed and debated in detail. Namely:

Proposal 1 – Creation of specialist resource base provision (in-reach and out-reach) for SEMH KS1 &KS2 - £600k

The proposed specialist resource centre was described as a Therapeutic Intervention. It was highlighted that these costs would be set up costs, making an investment, which aimed to reduce the reliance on Independent Provider Spend. The investment would develop initial places, with a view for the centres to be expanded and extended in the future.

The Committee asked a number of technical questions surrounding the provision of the centres. It was confirmed that Schools would be asked if they

were interested in providing these centres and that the Schools would then work directly with the Council to set up the centres.

Proposal 2 – Transition Funding £130k

The proposed funding was explained as looking to make funding available for all transition periods, including pre-school to primary and primary to secondary.

Proposal 3 – Funding to support development of peripatetic Hearing Impairment Service £20k

This fund was described as being a floating fund, to make equipment available to schools.

Proposal 4 – Allocate £10k to support minor developments in AP

To provide funding of £10k which, together with the LA £20k, can be used to provide support for developments in each of the three secondary cluster groups.

Proposal 5- Balance to support any further identified developments in Proposals 1-3

RESOLVED:

The Committee approved all 5 Proposals, on the condition that Schools Forum will receive regular updates, including the transition process.

29 **National Funding Formula for Schools - Draft Consultation Response**

The Chairman introduced the Draft Consultation Response and explained that the details had already been looked at in detail by the relevant working groups but that the proposed response needed approval by the Committee.

Head of Finance Care Elizabeth Williams took the Committee through the questions and responses of the Consultation, in Appendix V2 of the report. Additional comments on the responses were discussed and agreed. Namely:

- Question 8- Sparsity funding- Should be allocated a lower amount.
- Question 9- Growth Factor- That Wiltshire Council Core Strategy should be referred to in the response.
- Question 12- Funding Floor for Growing Schools- That the response must make clear that Wiltshire Council agrees with this Funding Floor as an exception, otherwise it may be seen to contradict the response to Question 10- Do you agree with the principle of a Funding Floor?
Answer- No.

RESOLVED:

The Committee approved the response to the Consultation, with the above comments.

30 **High Needs National Funding Formula - Draft Consultation Response**

Head of Finance Elizabeth Williams introduced the Draft Consultation Response. It was explained that the response had already been considered by the relevant Working Group. It was noted that there were concerns of the for overall level of high needs funding and the use of proxy data for SEN that does not support the needs of pupils in a rural authority such as Wiltshire. It was also stated that Wiltshire disagreed with the use of historical spend.

The Chairman took the Committee through the proposals in Appendix V1 and all were approved with an additional comment on Question 8- Further Considerations- That the Formula does not recognise Special School Cost Pressures.

RESOLVED:

The Committee approved the response to the Consultation, with the above comments.

31 **Confirmation of dates for future meetings**

The date of the next meeting was agreed as Thursday 22 June 2017.

32 **Urgent Items**

There were no Urgent Items.

(Duration of meeting: 1.30 - 4.05 pm)

The Officer who has produced these minutes is Edmund Blick of Democratic Services, direct line 01225 718059, e-mail edmund.blick@wiltshire.gov.uk

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**Prepared for Wiltshire Council
Children's Services Select Committee
13 June 2017**

DfE Changes – Update March 2017 to May 2017

General Election

1. Following the announcement of the general election and subsequent vote in the House of Commons, the Cabinet Officer has advised that the civil service will enter a period of pre-election silence from midnight on Friday 21 April.

Spring Budget 2017

2. The Chancellor of the Exchequer gave his Spring Budget to Parliament on 8 March 2017. The full budget can be found [here](#)¹. Key to children's services:
 - Investment in technical education for 16 to 19 year olds rising to over £500 million - New T-levels for 16 to 19 year old technical students will be introduced from autumn 2019. Students will be able to choose from 15 different routes such as construction, digital or agriculture. The number of hours of training for these students will increase by over 50%. As part of the course, all students will take part in an industry work placement. The government will also provide maintenance loans for students doing higher-level technical courses at National Colleges and Institutes of Technology – like those available to university students.
 - £536 million for new free schools and to maintain existing schools - £320 million will be invested to fund 140 more free schools and £216 million will be invested in school maintenance.
 - Free transport for children from poorer families who go to selective schools - Children aged 11 to 16 who get free school meals or whose parents are on the Maximum Working Tax Credit will get free transport to their closest selective school, if it is between two and 15 miles away from their home. Children aged 8 to 16 are already entitled to free transport to their closest suitable school, if they live more than three miles away.
 - Tax-Free Childcare will soon be available to working parents - Tax-Free Childcare will provide up to £2,000 a year in childcare support for each child under 12. Parents will be able to receive up to £4,000 for disabled children up to the age of 17. Parents of younger children will be able to apply for the scheme first, with all eligible parents able to access the scheme by the end of the year. Working parents in England will also be able to apply for an additional 15 hours of free childcare for three and four year olds, bringing the total to 30 hours a week.

Early Years Model Agreement and Statutory Guidance

3. The government has published the early years model agreement and the revised local authority statutory guidance which support delivery of the 30 hours free early entitlement offer, which comes into effect from 1st September 2017.
4. The [model agreement](#)² sets out the Department for Education's expectations for what should be included in agreements set up between

¹ <https://www.gov.uk/government/publications/spring-budget-2017-documents>

² <https://www.gov.uk/government/publications/free-early-years-provision-and-childcare-model-agreement>

local authorities and providers to deliver the free education entitlement. The document sets out responsibilities from local authorities, including ensuring sufficiency of childcare for eligible children in their area, and being clear about their role in meeting the needs of children with special educational needs and disabilities. It also sets out responsibilities for providers in delivery of the free entitlement, including submitting regular data to local authorities, maintaining records and charging.

5. The [statutory guidance](#)³ sets out in detail what local authorities must adhere to in delivering the free entitlement (both 15 hours and 30 hours). It covers childminder agencies; local authorities' duties to secure early education for 2-, 3- and 4-year-olds; the provision of information for parents; and responsibilities to ensure the promotion of British values.

Early Years Foundation Stage Profile

6. The new [EYFS](#)⁴ has now been released, bringing together changes in legislation published since the 2014 framework. The new EYFS became mandatory on Monday 3 April 2017. From this date, all providers in England will be inspected against the updated framework.

Early Years Workforce Strategy

7. The DfE has published an [early years workforce strategy](#)⁵ for England. The strategy aims to support the early years sector to remove barriers to attracting, retaining and developing the early years workforce by:
 - Raising the status of early years specialist teachers
 - Supporting the growth of the graduate workforce in disadvantaged areas
 - Establishing a panel of professionals to help develop clear early years career routes
 - Raising the profile of early years careers among young people
 - Developing a qualification in special educational needs and disabilities
 - Helping attract more men to the profession
 - Supporting professional development
 - Investing in quality improvement.
8. The government's response to the consultation on level 3 qualification requirement is available [here](#)⁶.

Relaunch of the Childcare Business Grant Scheme

9. The DfE has re-launched the Childcare Business Grant Scheme. It helps new childminders and childminder agencies (CMAs) enter the childcare market by awarding one-off start-up grants of either £500 or £1000. The grants are to help with the set up costs of new childminding businesses involved in the delivery of the new 30-hours entitlement. To be eligible, businesses must start within three months of the registration date on their Ofsted/CMA certificate, or be due to start within the next six months. Full details can be found [here](#)⁷.

³ <https://www.gov.uk/government/publications/early-education-and-childcare--2>

⁴ <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

⁵ <https://www.gov.uk/government/publications/early-years-workforce-strategy>

⁶ <https://www.gov.uk/government/consultations/level-3-early-years-educator-numeracy-and-literacy-requirements>

⁷ <https://www.childcarebusinessgrants.com/>

Primary school accountability

10. The technical guidance on primary accountability and school-level progress measures has been updated to include proposed changes to methodology in 2017 for including pupils below the standard of the test in the progress measures. It also confirms that the thresholds for floor standards and coasting definition for 2017 will be published in the autumn. The updated guidance can be found [here](#)⁸.

Primary assessment in England

11. The DfE has launched a public consultation exercise about the future of the primary assessment system in England. The consultation sets out wide-ranging proposals for improving the primary assessment system. These include consideration of the best starting point from which to measure pupils' progress, how to ensure the assessment system is proportionate, and how to improve statutory end of key stage teacher assessments. The consultation can be found [here](#)⁹.
12. A parallel consultation is asking for views on the recommendations of the independent Rochford Review. The recommendations focus on the future of statutory assessment arrangements for pupils working below the standard of national curriculum tests at the end of key stages 1 and 2. This consultation can be found [here](#)¹⁰.
13. Both consultations are open until 22 June 2017.

School exclusion guidance: proposed revisions

14. The government are seeking views on revisions being proposed to the statutory guidance on the exclusion of pupils. In December 2014 the Department published a revised version of the statutory exclusion guidance which was subsequently withdrawn, so the 2012 guidance has been in force for some time.
15. The consultation seeks views on revisions being proposed to the statutory exclusion guidance for 2017. The revisions make changes in a small number of areas to provide greater clarity to head teachers, independent review panels and governing bodies on their responsibilities when considering exclusion decisions. The consultation seeks feedback on whether the clarifications proposed for the guidance are sufficient and clear to understand. The revisions should correct factual inaccuracies and clarify areas that are causing confusion in the system.
16. The consultation ran from 14 March to 25 April and can be found [here](#)¹¹. The results of the consultation and the Department's response will be published in summer 2017. The revised guidance will come into effect on 1 September 2017.

Capital allocations and planning for pupils with SEND

17. Details of £215 million of capital funding allocated to local authorities to help create new school places and improve existing facilities for children and

⁸ <https://www.gov.uk/government/publications/primary-school-accountability>

⁹ <https://www.gov.uk/government/consultations/primary-assessment-in-england>

¹⁰ <https://www.gov.uk/government/consultations/primary-school-pupil-assessment-rochford-review-recommendations>

¹¹ <https://www.gov.uk/government/consultations/school-exclusion-guidance-proposed-revisions>

young people with special educational needs and disabilities have been released and can be found [here](#)¹².

18. Local authorities can use the funding to improve special provision in mainstream schools and academies, special units, special schools and academies, early years settings, further education colleges or to make other provision for children and young people aged from 0 to 25. Local Authorities will be expected to consult with local parents, carers, schools, and others on how their funding should be used, and will be required to publish a short plan showing how they will spend the funding. Wiltshire has been allocated a total of £800,933 from 2018 to 2020.

Academies Update

19. Number in Wiltshire at the end of May 2017:

Sponsored academies	19
Non-sponsored converter academies	65

20. New academies in this period:

Southbroom Infants' School
Heytesbury Church of England Primary School
Shrewton CofE Primary School
Wyvern College
The Trafalgar School at Downton

Children and Social Work Bill receives Royal Assent

21. The Children and Social Work Bill has now received Royal Assent. It includes measures to establish a new social work regulator, new powers for the education secretary to set 'improvement standards' for social workers, and introduce assessments for practitioners. The act places Sex and Relationships Education on a statutory footing, will change multi-agency safeguarding arrangements, and permit the use of secure placements in Scotland. The legislation will also require councils to provide personal advisers to care leavers up to the age of 25.
22. The full Act can be found [here](#)¹³.
23. A policy statement to explain the government amendment to the Children and Social Work Bill to introduce statutory relationships education in primary schools, relationships and sex education in secondary schools, and PSHE in all schools, can be found [here](#)¹⁴.

Consultation on revised UASC/Trafficked children Statutory Guidance

24. The statutory guidance on the care of unaccompanied asylum seeking and trafficked children was originally published in 2014. Recent legislative changes such as the Modern Slavery Act 2015, policy developments such as the National Transfer Scheme (NTS) for unaccompanied asylum seeking children and events around the recent migration crisis have meant that it is necessary to update the guidance so that it is of best use to local authorities.

¹² <https://www.gov.uk/government/publications/send-provision-capital-funding-for-pupils-with-ehc-plans>

¹³ <http://www.legislation.gov.uk/ukpga/2017/16/contents/enacted>

¹⁴ <https://www.gov.uk/government/publications/relationships-education-rse-and-pshe>

25. The consultation seeks views as to whether the revised guidance provides sufficient advice to local authorities in England looking after unaccompanied migrant children and child victims of modern slavery. Full detail of the consultation and the revised statutory guidance can be found [here](#)¹⁵.
26. The consultation ran from 03 to 17 March, with the government plan to publish the revised statutory guidance by Spring 2017.

CAROLYN GODFREY
Corporate Director

Report author: Nicola McCann, EY Information and Co-ordination Manager,
Children's Services. 30/05/2017

Largely taken from the DfE website content 01 March 2017 to 30 May 2017.

¹⁵ <https://consult.education.gov.uk/children-in-care/care-of-unaccompanied-and-trafficked-children/>

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Schools financial value standard (SFVS)

Standard assessment form

March 2016

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Introduction

The schools financial value standard (SFVS) is a mandatory requirement for local authority (LA) maintained schools. The SFVS has been designed with schools to help them in managing their finances and to give assurance that they have secure financial management in place.

Governing bodies of maintained schools or management committees of pupil referral units (PRUs) have formal responsibility for the financial management of their schools, and so the standard is primarily aimed at governors or management committees. Other schools are welcome to use any of the material associated with the standard, if they would find it useful.

What do schools need to do?

The standard consists of 25 questions which governing bodies or management committees should formally discuss annually with the headteacher and senior staff.

The questions which form the standard are in sections A to D. Each question requires an answer of Yes, In Part, or No.

- If the answer is Yes, the comments column can be used to indicate the main evidence on which the governing body based its answer.
- If the answer is No or In Part, the column should contain a very brief summary of the position and proposed remedial action.

In Section E, governors or management committees should summarise remedial actions and the timetable for reporting back. Governors or management committees should ensure that each action has a specified deadline and an agreed owner. Governors or management committees must monitor the progress of these actions to ensure that all actions are cleared within specified deadlines.

The governing body or the management committee may delegate the consideration of the questions to a finance or other relevant committee, but a detailed report should be provided to the full governing body or the management committee and the chair of governors or the chair of the management committee must sign the completed form.

The school must send a copy of the signed standard to their LA's finance department.

There is no prescription of the level of evidence that the governing body or management committee should require. The important thing is that governors and the management committee are confident about their responses.

The role of local authorities

LAs will use schools' SFVS returns to inform their programme of financial assessment and audit. The SFVS will not be externally assessed. LA and other auditors will have access to the standard, and when they conduct an audit can check whether the self-assessment is in line with their own judgement. Auditors should make the governing body, the management committee and the LA aware of any major discrepancies in judgements. Auditors should also ensure that all actions have been addressed before a SFVS review takes place for another year.

Timetable

The Directed Revisions 2012 to the [Schemes for Financing Schools](#) make it a mandatory requirement for all local authority maintained schools to complete the SFVS assessment form on an annual basis and submit a signed copy (by the Chair of Governors or management committee) to their authority.

Support notes

Support notes are available for each question, which governing bodies can use if they wish. The notes provide clarification of the questions, examples of good practice and information on further support to assist schools in addressing specific issues.

The assessment form

School name:

LA and school DfE numbers:

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?		
2. Does the governing body have a finance committee (or equivalent) with clear terms of reference and a knowledgeable and experienced chair?		
3. Is there a clear definition of the relative responsibilities of the governing body and the school staff in the financial field?		
4. Does the governing body receive clear and concise monitoring reports of the school's budget position at least three times a year?		
5. Are business interests of governing body members and staff properly registered and taken into account so as to avoid conflicts of interest?		
6. Does the school have access to an adequate level of financial expertise, including when specialist finance staff are absent, e.g. on sick leave?		

7. Does the school review its staffing structure regularly?		
8. Have your pay decisions been reached in accordance with a pay policy reflecting clear performance criteria?		
9. Has the use of professional independent advice informed part of the pay decision process in relation to the headteacher?		
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?		
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?		
12. Does the school set a well-informed and balanced budget each year (with an agreed and timed plan for eliminating any deficit)?		
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?		
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?		
15. Does the school have procedures for purchasing goods and services that both meet legal requirements and secure value for money?		

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?		
17. Does the school maintain its premises and other assets to an adequate standard to avoid future urgent need for replacement?		
18. Does the school consider collaboration with others, e.g. on sharing staff or joint purchasing, where that would improve value for money?		
19. Can the school give examples of where it has improved the use of resources during the past year?		
D: Protecting public money		
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?		
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)?		
22. Are all staff aware of the school's whistleblowing arrangements and to whom they should report concerns?		
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?		
24. Does the school have adequate arrangements for audit of voluntary funds?		
25. Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance?		

Outcome of self-assessment

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

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Signature: _____ Chair of Governors / Management Committee

Print full name of signatory: _____

Print date SFVS agreed by full governing body/management committee: _____

Date SFVS submitted to LA for review: _____



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