

Schools financial value standard (SFVS)

Standard assessment form

March 2018

The assessment form

School name: Red Gates Primary

Local authority and school DfE numbers: 306/7006

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?	YES	All governors have completed the financial skills audit
2. Does the governing body have a finance committee (or equivalent) with clear terms of reference and a knowledgeable and experienced chair?	NO	The governing board does not have committees; financial skills audit shows that the board has adequate financial skills amongst all members
3. Is there a clear definition of the relative responsibilities of the governing body and the school staff in the financial field?	YES	Clarified in Terms of Reference 2018/19 and in Link Governor roles and responsibilities
4. Does the governing body receive clear and concise monitoring reports of the school's budget position at least three times a year?	YES	At each meeting of the board
5. Are business interests of governing body members and staff properly registered and taken into account so as to avoid conflicts of interest?	YES	

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?	YES	
7. Does the school review its staffing structure regularly?	YES	
8. Have your pay decisions been reached in accordance with a pay policy reflecting clear performance criteria?	In part	
9. Has the use of professional independent advice informed part of the pay decision process in relation to the headteacher?	YES	Professional advice informed starting salary for new HT w.e.f. 1 September 2018, and will support annual review
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?	YES	This has been undertaken but the benefit in terms of a special school is unclear

15. Does the school have procedures for purchasing goods and services that both meet legal requirements and secure value for money?	YES	
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?	YES	
18. Does the school consider collaboration with others, e.g. on sharing staff or joint purchasing, where that would improve value for money?	YES	
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?	YES	
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	
22. Are all staff aware of the school's whistleblowing arrangements and to whom they should report concerns?	YES	
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	
24. Does the school have adequate arrangements for audit of voluntary funds?	N/A	

25. Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance?	?	
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Outcome of self-assessment

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

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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