

## Policy Review

Review of (i) Draft SFVS  
(ii) Finance Policy and procedures  
(iii) Charging policy  
(iv) Lettings policy

Reviewed by Eileen Lawlor (SBM); Sue Powell (Link Governor for Finance);

Date of review: Thursday 7<sup>th</sup> March 2019

### **Recommendations:** (including notes of any changes)

- (i) SFVS:** All sections now completed and the response to all questions is 'YES'. However, governors need to be aware of the follow:
- (a) Q5: The register of business interests should include both governors and staff. We need to ensure that there is a composite register held for the school.
  - (b) Q11: New financial software has been introduced which gives forward projections. Eileen will ensure that we see examples and the potential of the software.
  - (c) Q25: The school has a Business Continuity Plan and Asset Register, but more work is needed on both. In the case of the Business Continuity Plan it will be important that it is tested, once reviewed and updated.
  - (d) Overall, Eileen was able to provide evidence to enable me to answer the questions and I was impressed by the fact that systems and processes have been vastly improved since last year and, in the main, are robust and fit for purpose. The school is constantly looking for software that will improve the quality of recording and reporting, and that is to be commended. Eileen is very positive about the support that she receives from JCA; the quality of information provided in SBM meetings and training is more helpful than that from LA meetings.
- (ii; iii; iv)** Eileen had updated the Finance Policy and Procedures; and had developed new versions of the Charging Policy and the Lettings Policy. It was agreed that SP would undertake to amend all three and return them so that governors have sight of final versions for FGB.
- (a) Although the main body of the **Finance Policy and Procedures** is unlikely to change, it is important that governors know that the Appendices are reviewed and updated annually.
  - (b) **The Charging and Remissions policy** is a statutory policy required by legislation. It must be published on the school website. Governors are free to determine the frequency of review and may delegate responsibility for review to an individual governor or the headteacher.
  - (c) It is suggested that **the Lettings Policy** is reviewed every two years. With the changes to the school building that are likely following the Feasibility Study, I suggest it may be important that it is reviewed more frequently, as well as reviewing the charges.

### **Recommended reading for all governors:**

- **The Governance Handbook and Competency Framework**  
<https://www.gov.uk/government/publications/governance-handbook>