

Appendix B: Governance self-assessment

Please complete the following self-assessment in full.

Your assessment against the Governors and Academies Financial Handbook	Your assessment of current position (How you do it now)	How will you get to required position – Please list risks, actions plan (including priorities identified) and timescales
<p>1. The roles and responsibilities of the directors/trustees</p> <p>Please detail your duties as:</p> <p>J. company directors and charity trustees;</p> <p>K. accounting officer</p> <p>Understanding of the strengths and weaknesses of the school.</p> <p>Understanding performance data (what data do you use), how do you use it to ensure robust oversight of performance (including externally provided data for example data dashboard the school presents)</p> <p>Holding school leadership to account</p>	<p>There are presently three Trustees. The Trustees have ultimate responsibility for the running of the school but have delegated the day to day oversight of the school to a Governing Body (FGB), although matters relating to the accounts of the company are reserved to the Trustees.</p> <p>The Trustees and Governors of Noam Primary School seek to adopt governance arrangements which, as far as possible, follow best practice for maintained primary schools.</p> <p>The monitoring and challenge of the provision of education at the school is primarily through the Education Committee, which meets termly, although governors on the committee (and in particular the chair) have regular informal contact with the senior management team in between meetings. The Education Committee works collaboratively with the senior</p>	<p>The school considers that its current practices are in line with similar schools within the maintained sector. Nevertheless the school continues to look to improve its governance arrangements and will implement any further improvements identified as necessary on becoming voluntary aided.</p>

		<p>management team but will provide robust challenge where it identifies that there are opportunities to improve the school.</p> <p>Governor's regularly visit the school to liaise with the SLT. In particular, review days where the governors are allowed the opportunity to review school work and observe lessons are particularly useful. In the past, in consultation with SLT, the governors have also arranged external consultants to view the school's work and validate the school's judgements.</p> <p>Performance data is provided by the school to governors in data dashboards. The school uses 'ladders' to monitor progress of pupils and Target Tracker has recently been acquired to record and present the data.</p> <p>The Education committee includes members who are qualified and practising teachers but also includes skills from other disciplines.</p> <p>The school has recently been inspected with Ofsted, which confirmed that: <i>"Governors and the proprietor know the school well. They work closely with senior leaders and provide effective support and challenge so that the school</i></p>	
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<p>2. Structure of the board</p>	<p>Accountability system Structure of decision making</p>	<p><i>continues to improve.” and “Governance is effective. Governors know the school very well and provide senior leaders with good support and challenge. They are skilful, knowledgeable and experienced. They share the headteacher’s high expectations and are highly ambitious for pupils.”</i></p>	
		<p>The FGB has overall day to day oversight of the school and has also appointed a number of committees which meet more regularly to provide more focussed oversight of different areas of the school. The following is a list of the current main committees: Finance; Education; Premises; Admissions; Staffing and ‘New Home’. The latter committee is tasked with (1) leading the work for developing the proposed new site in Burnt Oak to provide the school with a new purpose-built school building; and (2) coordinating the process for the school to apply to enter the state sector as a voluntary aided school.</p> <p>In addition to the committees listed, additional ad hoc committees may be formed from time to time, as required (for example, to deal with any complaints arising).</p>	<p>The school considers that its current practices are in line with similar schools within the maintained sector. Nevertheless the school continues to look to improve its governance arrangements and will implement any further improvements identified as necessary on becoming voluntary aided.</p>

		<p>Terms of Reference are in place for each of the committees and the Governing Body has adopted a Code of Conduct for governors.</p>	
<p>3. Meetings</p>	<p>Please detail your board and committee meetings schedule and outline agenda</p>	<p>The FGB meets regularly (approximately four meetings per year) and committees will meet more regularly in-between FGB meetings.</p> <p>The agenda of the FGB will primarily consist of reports from the various standing committees, which allows discussion of any significant matters arising. Additional items requiring consideration by the FGB will also be added to the agenda as required.</p> <p>All FGB meetings are minuted and the previous meeting minutes are approved at each meeting.</p>	<p>The school considers that its current practices are in line with similar schools within the maintained sector. Nevertheless the school continues to look to improve its governance arrangements and will implement any further improvements identified as necessary on becoming voluntary aided.</p>
<p>4. Finance</p>	<p>Please give details of:</p> <p>L. your chief financial officer, with appropriate qualifications and/or experience;</p> <p>M. Schemes of delegation;</p> <p>N. Approvals process- budget;</p> <p>O. Investment policy;</p> <p>P. Procurement including leases;</p>	<p>The school employs a school business manager to manage the day to day finances of the school. The business manager reports to the headteacher and to the Finance Committee. The Finance Committee meets termly and includes two practising chartered accountants with relevant education and charity experience. The terms of reference of the Finance Committee are available on</p>	<p>The areas identified as requiring additional documentation will be addressed as part of the school's transition to become voluntary aided.</p>

	<p>Q. Internal control framework; R. Contingency and business continuity plan; S. Insurance cover</p>	<p>the school website.</p> <p>The budget is approved by the Finance Committee annually during the first term of the school year.</p> <p>A draft investment policy enclosed at Tab 19.</p> <p>Purchases above £1,000 are taken to the finance committee for approval. New tenders, leases and purchases over £10,000 are taken to the full governing body for approval.</p> <p>Procurement is done by the Secretary or the purchasing officer and approved by a member of the SLT.</p> <p>The school does not have documented internal control procedures in place yet and these will be prepared as part of the transition to becoming a voluntary aided school, however controls that are in place include the following:</p> <ul style="list-style-type: none"> - Payment runs are approved by Headteacher. - The Headteacher reviews the payroll in detail and signs it off.
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