**Finance and premises report to the local governing board**

This template provides school leaders with a framework to report to the local governing board on the school's current financial position and premises management. It is optional for schools to use this template, but it provides a reporting framework linked to the LGBs delegated responsibilities for finance and premises.

The headteacher and LGB should determine who completes and delivers this report to the LGB.

It is intended that this template is used to report trend information three times per academic year to the LGB to enable local governors to engage with the information provided to undertake their delegated responsibilities.

**Finance and premises report to the local governing board**

# 

|  |  |
| --- | --- |
| **Date of report** |  |
| **Report prepared by** |  |

**Chart of accounts**

**Please insert a screenshot of your most recent chart of accounts from HOGE, or attach as a link or appendix**

|  |  |  |  |
| --- | --- | --- | --- |
| **Chart of accounts commentary** | | | |
| **Provide a summary of key differences between [insert date] and [insert date] year to date figures in accounts, including a reason for any difference** | | | |
| **Actual** | **Budget** | **Variance** | **Comments** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Debtors** | | | | | | | | |
| **Total number of debtors** | | | **Total amount of debt owed** | | | **Total debt written off** | | |
| **Term 1** | **Term 2** | **Current** |
| **Term 1** | **Term 2** | **Current** | **Term 1** | **Term 2** | **Current** | **£** | **£** | **£** |
| **Authorised by**  **(as per Finance Policy)** | **Authorised by**  **(as per Finance Policy)** | **Authorised by**  **(as per Finance Policy)** |
| **£** | **£** | **£** | **£** | **£** | **£** |  |  |  |
| **Commentary** | | | | | | | | |
| **Term 1** | | | | | | | | |
| **Term 2** | | | | | | | | |
| **Current** | | | | | | | | |

**Actions from DGAT finance leads notes of visit**

|  |  |  |
| --- | --- | --- |
| **Date of visit** | **Actions recommended**  **Please RAG rate actions**  **Red - urgent**  **Amber – short-term action**  **Green – long term action** | **Progress towards actions** |
|  |  |  |
|  |  |  |

Benchmarking data

**[Include your schools benchmarking report from the** [**Schools Financial Benchmarking**](https://schools-financial-benchmarking.service.gov.uk/) **website as an appendix or link]**

|  |  |  |
| --- | --- | --- |
| **Summary of benchmarking data** | | |
| **Summary** | **Recommended actions** | **Progress towards actions** |
|  |  |  |

School development plan (SDP) and provision for EHCPs, part-time timetables and alternative provision

|  |  |  |
| --- | --- | --- |
| **Priority** | **SDP activity** | **Full cost of activity** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **SIP priorities summary** |
| Enter a summary that includes further details on the prioritisation of the SIP activities and the costings for each activity. Which of the activities can the school afford to complete? Is the cost of the activities included in the budget? Which financial year(s) do you propose to undertake each activity? Are any of the activities completion-dependent on another activity taking place beforehand? |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No of part-time tables in place** | | | **Full cost of activities** | | | **Total amount of funding received** | | | **Total amount of any additional unfunded cost to the school** | | |
| **Term 1** | **Term 2** | **Current** | **Term 1** | **Term 2** | **Current** | **Term 1** | **Term 2** | **Current** | **Term 1** | **Term 2** | **Current** |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **No of EHCPs in place** | | | **Full cost of EHCP support** | | | **Total amount of funding received** | | | **Total amount of any additional unfunded cost to the school** | | |
| **Term 1** | **Term 2** | **Current** | **Term 1** | **Term 2** | **Current** | **Term 1** | **Term 2** | **Current** | **Term 1** | **Term 2** | **Current** |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Schedule of contracts**

**Enter details of school specific current contracts and traded services and the renewal date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current contracts** | | | |
| **Name of contracted company** | **Nature of contract** | **Contract renewal date** | **Tender required?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Building and premises management

|  |  |  |  |
| --- | --- | --- | --- |
| **Short and long-term buildings and premises planning** | | | |
| **Current building work in planning and progress** | **Expected date of completion** | **Expected cost of works** | **Actual cost of works** |
|  |  |  |  |
| **Proposed building work** | **Expected date of completion** | **Expected cost of works** | **Actual cost of works** |
|  |  |  |  |

Lettings

Complete the table below for all current lettings. Any new letting to be reported to governors should be included on the second table and then moved to table 1 (details of current lettings) at the next reporting point.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Details of current lettings** | | | | | | | | |
| **Letting – include details of person/organisation undertaking the letting, hire time and frequency.** | **Total income received** | **£** | | **Have all required safeguarding processes been followed?** | | | **Have all required risk assessments been implemented?** | |
|  | **Does income cover cost of the letting? Include any school staff costs for building access etc** | **Yes** | **No** | **Yes** | **No – if no, provide an explanation** | **Yes** | | **No – if no, provide an explanation** |
|  |  |
|  |  |  | |  |
| **Total profit or loss (indicate which)** | **£** | |
| **Letting – include details of person/organisation undertaking the letting, hire time and frequency.** | **Total income received** | **£** | | **Have all required safeguarding processes been followed?** | | | **Have all required risk assessments been implemented?** | |
|  | **Does income cover cost of the letting? Include any school staff costs for building access etc** | **Yes** | **No** | **Yes** | **No – if no, provide an explanation** | **Yes** | | **No – if no, provide an explanation** |
|  |  |
|  |  |  | |  |
| **Total profit or loss (indicate which)** | **£** | |
| **Letting – include details of person/organisation undertaking the letting, hire time and frequency.** | **Total income received** | **£** | | **Have all required safeguarding processes been followed?** | | | **Have all required risk assessments been implemented?** | |
|  | **Does income cover cost of the letting? Include any school staff costs for building access etc** | **Yes** | **No** | **Yes** | **No – if no, provide an explanation** | **Yes** | | **No – if no, provide an explanation** |
|  |  |
|  |  |  | |  |
| **Total profit or loss (indicate which)** | **£** | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Details of new lettings to report to the LGB** | | | | | | | | |
| **Letting – include details of person/organisation undertaking the letting, hire time and frequency.** | **Total income received** | **£** | | **Have all required safeguarding processes been followed?** | | | **Have all required risk assessments been implemented?** | |
|  | **Does income cover cost of the letting? Include any school staff costs for building access etc** | **Yes** | **No** | **Yes** | **No – if no, provide an explanation** | **Yes** | | **No – if no, provide an explanation** |
|  |  |
|  |  |  | |  |
| **Total profit or loss (indicate which)** | **£** | |

**Health and safety**

|  |  |  |  |
| --- | --- | --- | --- |
| **Health and safety reports and audits** | | | |
| **Date of last health and safety audit** | **Actions identified** | **Progress towards actions** | **Date action completed** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Accidents and incidents** | | | | | | | | |
| **Number of reported accidents** | | | **Number of notifiable accidents** | | | **Number of near-misses** | | |
| **Term 1** | **Term 2** | **Current** | **Term 1** | **Term 2** | **Current** | **Term 1** | **Term 2** | **Current** |
|  |  |  |  |  |  |  |  |  |
| **Remedial action taken** | | | **Remedial action taken** | | | **Remedial action taken** | | |
|  | | |  | | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Health and safety monitoring** | | | | |
| **Test or inspection** | **Date of last test/inspection** | **Actions arising**  **Please RAG rate actions**  **Red - urgent**  **Amber – short-term action**  **Green – long term action** | **Please report any notable cost to remedy actions** | **Update on actions – mark completed when applicable** |
| **Legionella** |  |  |  |  |
| **Emergency lighting** |  |  |  |  |
| **Fire alarm** |  |  |  |  |
| **Fire equipment e.g. extinguishers/fire blankets** |  |  |  |  |
| **Security alarm** |  |  |  |  |
| **First aid resources** |  |  |  |  |
| **Boiler Servicing** |  |  |  |  |
| **Asbestos monitoring** |  |  |  |  |
| **PAT Testing** |  |  |  |  |
| **lift/lifting equipment** |  |  |  |  |
| **Access equipment** |  |  |  |  |