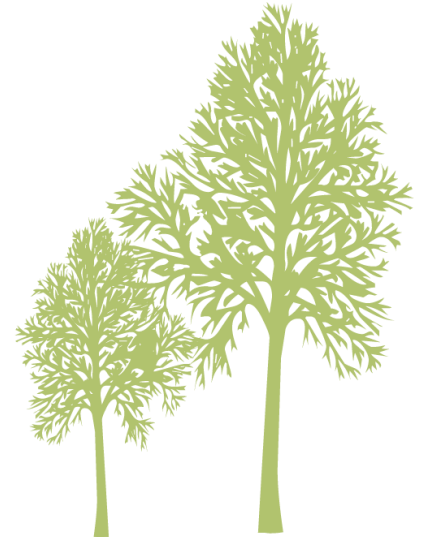


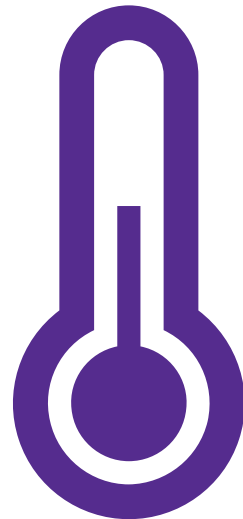


Prepare for a successful Finance and Resources Committee

November 2023



How are you feeling about the work
and focus of your finance and
resources committee this year?



The Trust Vision

OUR **VISION** IS
TO ENABLE ALL
TO FLOURISH

OUR **AIMS** ARE TO BE:

- * Authentically Christian
- * Boldly passionate about excellence in learning
- * Relentlessly driven in our aspiration for everyone

*Our vision is rooted
in our Christian
Foundation
that all in our
family should
'experience life
in all its fullness'
(John10:10)*

School is Trust and Trust is school

Planning for a successful finance and resources committee

Failing to plan

is

Planning to fail

What should the LGB finance and resources committee focus on?

- Firstly, having the right people around the table – who are they and how do you know they are the right people, with the right skills and knowledge?
- Importance of chair role and vice chair – capacity to lead the work of the committee and ability to delegate.
- What is the purpose of the committee? What is it trying to achieve?
- How and when is the work of the committee evaluated to ensure it continues to be purposeful, effective and has impact?
- How are the committee's training needs identified and addressed?

What should the LGB finance and resources committee focus on?

**DGAT Terms of reference for the Local
Governing Board
Finance and Resources Committee**

What should the LGB finance and resources committee focus on?



The school's strategic priorities and academic ambitions for all pupils



Buildings and safety



Compliance

Resource efficiency



The school's vision



What should the LGB finance and resources committee focus on?

- Consider and approve the first budget plan of the financial year for submission to the Trust Board for approval (by **Wednesday 22 May 2024**)
- Ensure school spending is in keeping with the budget and adheres to the Trust finance policy.
- Maintain oversight of the school's 3–5-year budget forecasting.
- Ensure compliance with the Trust finance policy on all matters.
- Monitor the spending of reserves and ensure appropriate permissions are sought from the Trust.
- Ensure that priorities in the school's curriculum development plan are appropriately financed.

What should the LGB finance and resources committee focus on?

- Consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the LGB and, where appropriate, the head of finance, in line with the requirements of the finance policy.
- Ensure that the school operates within Trust finance policy, pay policy and scheme of delegation.
- Monitor the spending and impact of Pupil Premium and PE and Sports Premium funding.
- Monitor the implementation and impact of the Trust Health and Safety Policy.
- Monitor the accident book (against reported accidents in Headteacher Report to the LGB).
- Monitor the promotion and provision of free school meals to those pupils meeting the criteria.

What should the LGB finance and resources committee focus on?

- Make decisions in respect of service agreements, as per the finance policy and scheme of delegation.
- Monitor the school's premises and development plan.
- Monitor the implementation and impact of the health and safety policy, including monitoring of the accident books and actions taken.
- Monitor the security of school premises and equipment.
- Monitor the school's risk assessments related the delegated responsibilities of the committee.

What should the LGB committee finance and resources focus on?

- Ensure a Pay Panel is established, in line with the pay policy, to consider the pay progression of all staff.
- Consider finance and resource recommendations from other committees which have an impact on the school budget.
- Review local policies as assigned by the LGB, ensuring compliance with any Trust policies/guidance.
- Assure best value and impeccable systems of financial management.
- Report back to the LGB.

Monitoring curriculum and school effectiveness costs

- Are school improvement initiatives prioritised, costed, and linked to the budget?
- Are all new initiatives fully costed before the school is committed to the proposal?
- Is there a clear, costed plan for CPDL to support curriculum development and outcomes for children?

What should the LGB finance and resources committee focus on?

The **IMPACT** of the school's financial decision making, processes and policy implementation to ensure efficient and compliant financial management of the school, staff and impact on pupil's outcomes



Monitoring the impact of the pupil premium grant

The PPG **must** be spent to support eligible pupil cohorts and can be spent:

- For the benefit of pupils registered at the school.
- For the benefit of pupils registered at other Trust schools
- On community services whose provision furthers the benefit of pupils at the school.

Schools do not, however, have to spend the PPG so that it solely benefits eligible pupils.

They may, where they deem it beneficial to do so, wish to use a portion of PPG funding to support pupils who do not meet any of the PPG eligibility criteria but have other identified needs. For example, a school can decide to spend it on pupils who do not get FSM but may have a social worker, or have had one in the past, or may be acting as a carer.

Monitoring the impact of the pupil premium grant – questions for the finance and resources committee

- Does everyone on the LGB have a basic understanding of the financial cycle and the legal requirements of the school on accountability and spend?
- How much money is allocated to the school for the pupil premium?
- How does the school intend to spend this money?
- Is this identified in the school's budget planning?
- Are resources being allocated in line with the school's strategic priorities?
- If this funding is combined with other resources, can governors isolate and check on the impact of the funding and ascertain the difference it is making?
- Has the finance and resources committee discussed with senior leaders the rationale for spending pupil premium?
- Does the school have a clear rationale for using the funding, making decisions based on a good understanding of pupil needs and the best effective practice evidence?
- Is the school taking advantage of opportunities to collaborate with other schools to generate efficiencies, for example, through pooling funding where permitted, purchasing services jointly and sharing staff, functions, facilities and technology across sites?
- Is the school complying with basic procurement rules and ensuring it gets the best deal available when buying goods and services so it can reinvest savings into other teaching and learning priorities?

What is the impact of this funding on closing the gaps between disadvantaged pupils and their non-disadvantaged peers?

Monitoring the impact of the PE and Sports Grant – questions for the finance and resources committee

- The main aim of the PE and sport premium is to ensure that all children have equal access to high-quality PE provision and opportunities to experience and participate in a wide range of sports and physical activities. Schools must therefore spend the premium grant for the benefit of all primary-aged pupils on projects that will make additional and sustainable improvements to the quality of PE and sport activities and encourage the development of healthy, active lifestyles.

This means that schools must use the PE and sport premium to:

- Develop or add to the PE, physical activity, and sports activities that the school already offers.
- Build capacity and capability within the school to ensure that improvements made now will benefit pupils joining the school in future years.

Monitoring the impact of the PE and Sports Grant – questions for the finance and resources committee

- How are decisions about Sport Premium funding made?
- How is the school assessing the effectiveness of this spending?
- Is the reporting on this compliant with the requirements of this funding?
- How does the finance and resources committee receive updates on this funding? Does this provide enough information to hold school leaders to account?
- Do committee members know what the funding can and cannot be spent on?

What is the impact of this funding having on the health and wellbeing of pupils in the school – including those who may be hard to reach?

Monitoring the impact of the PE and Sports Grant – questions for the finance and resources committee



Enabling all to flourish through governance....

Intentional – know the why!

Make use of
resources
available –
more to come
on this!



Varied and triangulated

Have a clear,
measurable and
strategic plan

Monitoring

Pragmatic, time-
efficient, purposeful

Key resources



www.dgat.org.uk

Members area – Local Governance

Headteacher report to the LGB

Reportable funding spending and impact

Governors are expected to access the school's full spending and impact report from the school website when reviewing this data

Catch-up Premium			Pupil Premium			School Led Tutoring			PE and Sports Premium		
Total no. of pupils eligible	Total income this year	Spend to date	Carry forward	Total income this year	Spend to date	Allocation	Total income this year	Spend to date	Carry forward	Total income this year	Spend to date
	£	£	£	£	£	£	£	£	£	£	£
Summary of impact to date			Summary of impact to date			Summary of impact to date			Summary of impact to date		

School
development
plan update

Staffing
update

Pupil
Admission
Number

Pupil
mobility

No of pupils
with EHCPs

No of
EHCPs in
progress

CPDL
update

Finance and premises report to the LGB

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
 Actions from
 DGAT
 finance leads
 H&S audits
 and reports

Summary of
 DfE
 benchmarking
 data
 Accidents
 and incidents
 H&S monitoring

Schedule of
 contracts
 Buildings and
 premises
 management
 Lettings

Costing of
 SDP, provision
 for ECHPs,
 part time
 timetables ad
 alternative
 provision

Finance committee checklist for the LGB

Finance committee checklist for local governing boards

This checklist can be used by the LGB finance committee to ensure that it is maintaining oversight of the school's financial processes and ensuring efficiencies are achieved.

If the LGB has agreed with DGAT that a finance committee is not in place, the LGB must ensure that its delegated responsibilities are planned to be undertaken within LGB meetings or monitoring visits.

	Yes	No	Comments
Are governors aware of the LGBs delegated responsibilities as set out in the scheme of delegation?			
Does the LGB have in place a finance committee in place?			
If the LGB does not have a finance committee in place, has this been agreed with the DGAT Head of governance and people?			
Has the LGB adopted the DGAT finance committee terms of reference?			
Does the finance committee use the DGAT annual schedule of work to plan agendas and monitoring activity?			

Other key resources

<https://www.dgat.org.uk/lgb-templates-and-guidance>

Pay Panel Guidance

Health and Safety Checklist

SEND Governor Monitoring Form

Pupil Premium Governor Monitoring Form

<https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools>

Guidance

PE and sport premium for primary schools



Department
for Education

Guidance

Pupil premium: overview

Updated 25 October 2023

<https://www.gov.uk/government/publications/pupil-premium/pupil-premium>

Recording the work of the committee effectively

- Committees are the engine house of the LGB.
- The conversations and decisions must be recorded well and professionally.
- Minutes from committees are also a matter of public record when signed.
- If they aren't being clerked by your LGB clerk, then please contact me for a conversation about how we can make sure the minutes taken are of a good quality.
- It can be a false economy to not have a clerk for your committee meetings.



Field Court Church of England Infant Academy

Noticeboard Calendar Documents Governing Board About

Type here to ask a question or send a message to the governing board



Nicki Wadley

6 days ago



Dear all,

For those who couldn't make the SEND and Pupil Premium Link Governor training last night, please see the link to the recording below and also the presentation slides. If you watch the session, don't forget to add it to your training record.

https://us06web.zoom.us/rec/share/C1gyMfkDuAOwBWksQQHZ9f7wCFD1oeE1bqU14-TKwI6_OfsnIMtVYLUJI-6Z3NEx.yaUDK_0duN4DyBr2

Passcode: MDrW3\$3^

[20231016 PP and SEND link governor annual update.pdf](#)

The PP and SEND link governor monitoring forms can be accessed on the DGAT website, all updates for this year are highlighted in blue.

Have a lovely half term when it arrives.

Nicki

Everyone

Add a reaction

Add a comment



School information

Courtfield Road
Quedgeley
Gloucester
Gloucestershire
GL2 4UF

01452 720257

School Website

URN
137477

Ofsted

DfE

ParentView

Community Insights

Schools financial benchmarking





GovernorHub

2021/2022 submitted data

Dashboard year 2021/2022 [?](#)

[Edit data](#)

Reserve and balance

Assessment area

In-year balance

Revenue reserve

Spending

Assessment area

Teaching staff

Supply staff

Education support staff

Administrative and clerical staff

Other staff costs

Premises costs

Educational supplies

Energy

Spending

Assessment area

Teaching staff

Supply staff

Education support staff

Administrative and clerical staff

Other staff costs

Premises costs

Educational supplies

Energy

School characteristics

Assessment area

Average teacher cost

Senior leaders as a percentage of workforce

Pupil to teacher ratio

Pupil to adult ratio

Teacher contact ratio (less than 1)

Predicted percentage pupil number change in 3-5 years

Average Class size

Outcomes

Assessment area

Ofsted rating

KS2 score



Rating against thresholds

High Risk ?

Low Risk ?

Rating against thresholds

Broadly in line with similar schools ?

Broadly in line with similar schools ?

Broadly in line with similar schools ?

Highest 10% of similar schools ?

Broadly in line with similar schools ?

Broadly in line with similar schools ?

Middle 20% of similar schools ?

Broadly in line with similar schools ?

Rating against thresholds

Highest 20% of similar schools ?

Middle 20% of similar schools ?



Spend on other staff costs as a percentage of total expenditure

Close

Spend on other staff costs includes salaries and wages (including allowances, maternity pay, employer's contributions to National Insurance and pensions) for other staff employed directly by the school.

It also includes indirect employee expenses (excluding salary costs), staff development and training (excluding the cost of supply staff used to cover teacher absence), and staff-related insurance (excluding insurance for supply teachers; premises related insurance; vehicle insurance; and school trip insurance).

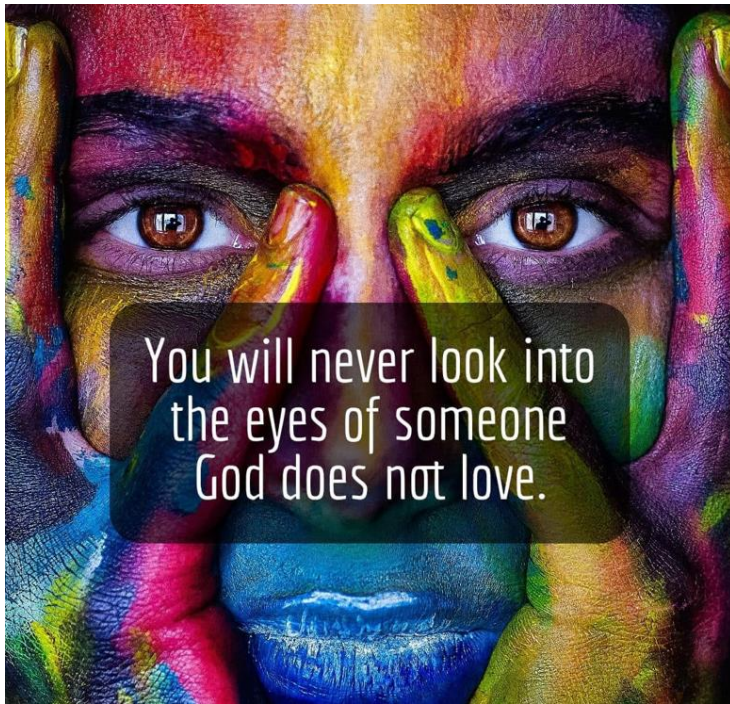
There are a diverse range of expenditures in this category and there may be very varied reasons for any over/under spend in relation to other similar schools.

Some schools may wish to consider departmental guidance on [spend analysis and recovery services](#). These are services to help schools identify and recover supplier overpayments, overcharges or missed discounts and rebates. (Expires: 15/01/2021)

% of expenditure	Rating against thresholds
0.0% - 4.6%	Broadly in line with similar schools
4.7% - 5.9%	Highest 20% of similar schools
6.0% - 100.0%	Highest 10% of similar schools

Flourishing

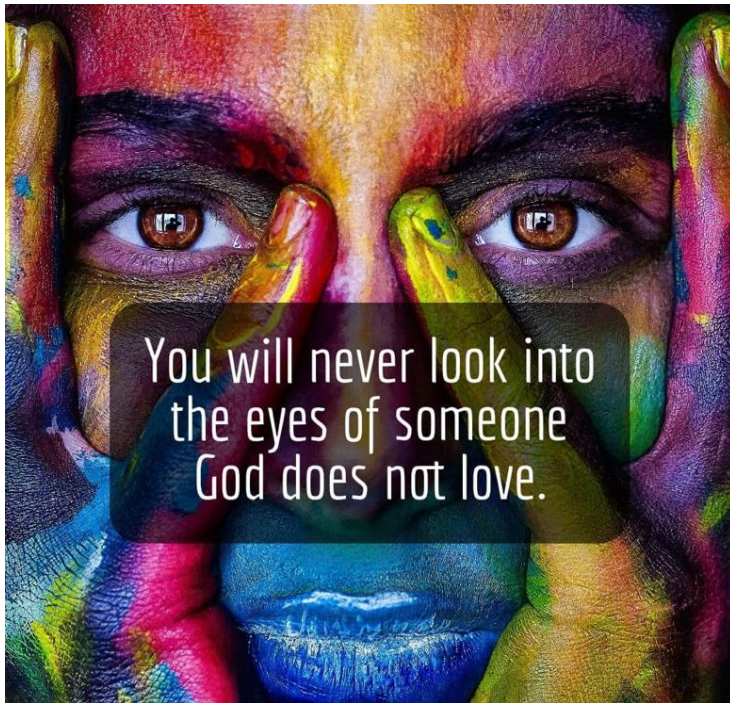
#strongertogether



How will your LGB
finance and resources
committee enable all
to flourish in your
school?

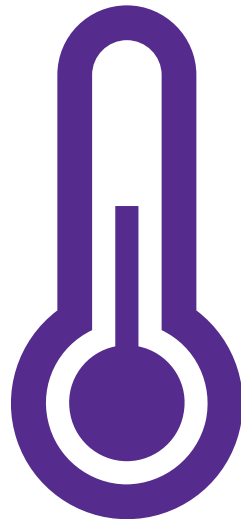
Flourishing

#strongertogether



What do you need from me/the central team to enable your finance and resources committee to flourish?

What action will you take because of
this session?



Any final questions?





Nicki Wadley

Head of governance and people

nwadley@cen.dgat.org.uk

T: 01452 835597 M: 07818 360447

