

Action Plan

Audit Follow-up Review of: Blessed Edward Jones School
Date: August 2014
Action Plan Owner: Head Teacher

Corporate Risk/Issue Severity Key	
	Critical – Significant CET and Cabinet intervention
	Major – intervention by SLT and/or CET with Cabinet involvement
	Moderate – Containable at service level. Senior management and SLT may need to be kept informed

Risk/ Issue No.	Risk/Issue	Agreed Action Responsibility & Timescale	Current Status	Further Action Needed
1.	The composition of the Governing Body is incomplete as there is a vacancy for a LEA governor and also a vacancy for the clerk to the governors.	Chair of Governors aware of the vacancy and approach to be made to prospective governor Chair of Governors – Feb 2014 Previous Follow Up Progress Chair of Governors has been ill so no action taken to date. New Clerk made aware of the vacant position and will take forward with Deputy Chair in next few weeks.	In progress – overdue The Governing Body is still incomplete as there is still a vacancy for a LEA governor. The Clerk to the governors has been made aware of the LEA vacancy and will be taking the information forward to the Deputy Chair at the next Governing Body meeting to action in the Chair of Governors’ absence.	Delegation of task of vacant LEA role to Deputy Chair of Governors in absence of the Chair of Governors to take action to find a suitable person for the vacancy.
2.	Not all governors have been checked by the Disclosure and Barring Service (DBS) and other qualification/disqualification checks, including Bankruptcy and Company Directors Disqualifications need to be completed for all governors.	Other checks to be investigated and undertaken for all governors when new Clerk is appointed. New Clerk to the Governors – Feb 2014 Previous Follow Up Progress New Clerk to review existing records and arrange for other checks to be investigated and completed. Further update June 2014 prior to next Governors meeting.	Complete DBS checks are all complete for members of the Governing Body. We have received an updated spreadsheet confirming that all members of the Governing Body have had the DBS checks. All disqualification and bankruptcy checks have been carried out and nothing has been found regarding the governors. Awaiting evidence from Clerk of Governors.	n/a

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4.	<p>Governing Body minutes need to be improved in the following areas:</p> <ul style="list-style-type: none"> They do not include who is to complete actions and by when. 	<p>New Clerk to receive training to ensure actions agreed in meetings are allocated to members with estimated time for completion.</p> <p>New Clerk to the Governors – asap after appointment by Feb 2014</p> <p>Previous Follow Up Progress In progress. Training for new Clerk arranged for 9 June 2014.</p>	<p>Complete</p> <p>The Clerk to the governors attended a governors minute taking course on 9 June 2014, which was beneficial for their role. A new template for recording the minutes has been produced and will be going to the next Governing Body meeting for approval. Once approved, the minutes template will be used for future meetings (Copy of the template provided)</p> <p>Awareness of school policies has also been provided by the Business and Finance Manager as part of their training for the role.</p>	n/a
6.	<p>The School needs a robust financial recovery plan to significantly reduce its budget deficit and prevent removal of its delegated powers.</p>	<p>Budget figures for 2014/15 awaited, together with projections for next two years. Upon receipt, revised three-year projections to be prepared.</p> <p>Business & Finance Manager – Jan 2014</p> <p>Previous Follow Up Progress Three-year projections for 2014-17 currently being finalised. Deficit reduced from £414K to £250K in 2013. Further reduction of £146K forecast for 2014 but budget will still be in deficit at end March 2015. Email sent to Education Planning & Resource Manager on 9 April 2014 requesting licensed deficit.</p>	<p>In progress – overdue</p> <p>We received a copy of the draft recovery plan dated 2013-2017 and a copy of the application for a licensed deficit, which has been approved by the Education Planning and Resource Manager.</p> <p>The recovery plan shows a predicted cumulative deficit of £24k for 2014/15, a predicted surplus of £31k in 2015/16 but a predicted deficit of £143k in 2016/17.</p> <p>The draft recovery plan is being monitored on a quarterly basis by the School Funding Manager and by the Finance and Business Manager on a monthly basis to ensure that the budget is in line with the draft recovery plan. They are aware that the School cannot set a balanced budget but</p>	<p>From the amended figures received by the Business and Finance Manager there is a predicted deficit of £143,159 for 2016/17.</p> <p>The school has introduced as many efficiencies and savings without impacting on the provision of the education of the pupils.</p>

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			<p>are working with the School to assist where necessary.</p> <p>The Education Resource and Planning Manager does not have concern currently as the School is addressing the deficit as best it can without seriously affecting the educational provision or standards (as set out in the Challenge and Intervention Framework for schools in financial difficulties).</p> <p>The Business and Finance Manager said that the current efficiencies being achieved are not having a big impact on the educational provisions or standards. There is also the added pressure of the reducing numbers at the School, which impacts on the financial plan. The concern is that if further efficiencies are made, it would have serious impact on the educational provisions.</p>	

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7.	The number of stand-alone invoices that the School processes is too high, increasing the risk of unauthorised purchases and making budgetary control more difficult.	<p>Data to be obtained from Proactis team to monitor % improvement during the year.</p> <p>Business & Finance Manager – December 2013 (ongoing data collection)</p> <p>Previous Follow Up Progress Initial report obtained to act as baseline data. Termly review to be undertaken by Business & Finance Manager from April onwards.</p>	<p>Complete</p> <p>The Centralised Invoice Registration process is now in place. As part of this process, quarterly reviews will be carried out by the Proactis team and reported to Heads of Service or Head Teachers advising them of the number of retrospective orders raised. This information will also be reported to the Senior Leadership Team quarterly.</p> <p>During April to June 2014, the total number of stand-alone invoices was 117 with 89 of them relating to agency staff and exam fees (which are now exempt from needing purchase orders). The total number of stand- alone invoices where a purchase order was required was 28 (totally 24%) of the total invoices raised. This is a significant improvement from our previous review.</p>	n/a
9.	<p>There are some security and access issues that the School needs to address:</p> <ul style="list-style-type: none"> It would be beneficial to carry out a risk-assessment of the Reception area, where there is no CCTV, panic alarms and limited exits 	<p>Risk assessment of the Reception area to be completed as advised</p> <p>Previous Follow Up Progress Not complete</p>	<p>Not complete</p> <p>The School has yet to take action to carry out a risk assessment.</p>	We suggested that the Business and Finance Manager should contact Corporate Health and Safety for guidance and the best approach on how to address the health and safety issues, panic alarms and the exit areas for the reception area.

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10.	Members of staff do not have any formal guidance on lone working, which is needed for robust health and safety management.	<p>Lone working policy to be developed using DCC guidance and made available to all staff. Hardcopy to be issued to key holders (Caretakers/ Head teacher/ Business & Finance Manager) Business & Finance Manager – Feb 2014</p> <p>Previous Follow Up Progress Not complete</p>	<p>In Progress – overdue</p> <p>The draft lone working policy has been developed and is going to the next Governing Body meeting on 15 July 2014. Once the policy has been approved, it will be issued to all members of staff.</p> <p>The draft lone working policy (copy provided) appears to be clear and robust.</p>	Circulate the lone working policy to all members of staff once it has been approved.
11.	The School's CCTV in the 'Inclusion' Room may be breaching Data Protection requirements relating to overwriting and retention of data.	<p>Review of School's CCTV usage and data retention requirements to be undertaken. Data Protection guidance to be reviewed and CCTV policy to be prepared for Governing Body approval.</p> <p>Business & Finance Manager / Governing Body – Mar 2014</p> <p>Previous Follow Up Progress In progress – overdue CCTV guidance obtained from ICO website but policy not yet written.</p>	<p>Complete</p> <p>The location of the 'Inclusion' room is being relocated to an area of the School where there is a higher concentration of staff. There are currently no plans in place to have new CCTV installed where the new Inclusion room will be.</p> <p>The Finance and Business Manager said that they will be reviewing the need for CCTV in the inclusion room on a termly basis.</p>	n/a