

MILLTHORPE SCHOOL

SFVS timetable for Finance & Staffing Committee meetings 2013-14

SFVS Question No	AutumnTerm - 14 November 2013	Examples of Information to be Presented	Date Completed
1	Governors/Finance Staff Competencies	Report on Governor/Finance Staff Competencies	
2	Finance Policies & Procedures	Include Terms of Reference	
3	Finance Policy	Role & responsibilities of Governors & School Staff	
4	Budget Monitoring	Budget Monitoring Report	
5	Pecuniary Interests Annual Register	Include as agenda Item on all Governors Meetings	
6	Absence cover for Finance Staff	Structure showing cover arrangements	
7	Staffing Stucture Review	Structures showing staffing, salaries, responsibilities	
18	Audit Report	Presentation of Audit Report and Development Plan showing issues to be addressed	
19	Arrangements to Guard Against Fraud & Theft	Responsible Officer Report, Policies and Procedures, CRB, Job Descriptions	
20	Whistleblowing	Whistleblowing Policy, Named Contact	
22	Auditing of School Fund	Audit Certificate	
23	Disaster Recovery Plan	Disaster Recovery Plan, Insurance Cover, Asset Register	
Spring Term - 6 February 2014		Examples of Information to be Presented	Date Completed
4	Budget Monitoring	Budget Monitoring Report	
8	Link between school budget & raising standards	Fully costed SDP, Impact of Financial Inittatives	
9	3-5 Year Projection of Budget	Budget Projection Spreadsheet	
11	End of Year Outturn in line with Budget Projections	Budget Monitoring Report showing Virements & End of Year Projections	
12	Benchmarking	Benchmarking Report	
15	Maintenance of Property and Assets	Asset Management Plan, Maintenance Programme, Statutory Inspections	
16	Collaboration	Collaboration Report on Joint Projects	
18	Audit Report	Presentation of Audit Report and Development Plan showing issues to be addressed	
Summer Term - 24 April 2014 + 3 July 2014		Examples of Information to be Presented	Date Completed
4	Budget Monitoring	Budget Monitoring Report	
13	Procurement	Procurement Policy, Evidence of Quotation & Tendering	
17	Resources	Report on Improving the use of Resources	
18	Audit Report	Presentation of Audit Report and Development Plan showing issues to be addressed	
21	Accounting Systems / CFR Return	Budget Report, CFR Report	
Autumn Term Monitoring Report &/or Revised Budget		In Blue bag 6 December 2013	
Spring Term Monitoring Report		In Blue bag 7 March 2014	
Start Budget 2014-15		In Blue bag 2 May 2014	
Summer Term Monitoring Report		In Blue bag end July 2014	