

Finance Year Planner

Autumn Action Points	Spring Action Points	Summer Action Points
<ul style="list-style-type: none"> • Present and discuss latest Budget Monitoring; Formula and Devolved Capital • Review school charging policy e.g. School trips • Review School Improvement Plan • Review Finance Policy annually • Review of Benchmarking <p style="text-align: center;"><u>DfE Statutory Requirements</u></p> <ul style="list-style-type: none"> • Review Performance Management Policy • Review Headteacher Performance 	<ul style="list-style-type: none"> • Present and discuss latest Budget Monitoring; Formula and Devolved Capital • Provisional budget approval [budget received from LA in March] • Review Staffing Structure • Review School Improvement Plan progress • Review of pay of non-teaching staff • Discuss unspent balances • Schools Financial Value Standard Self Assessment (to submit to LA by 31 March) <p style="text-align: center;"><u>DfE Statutory Requirements</u></p> <ul style="list-style-type: none"> • Review Pay Policy 	<ul style="list-style-type: none"> • Revise budget and submit to LA [by 31 May] • Internal Financial Controls self evaluation • Approve Statement of Internal Control • Review analysis of year-end budget figures and Balance Control Mechanism • Review School Improvement Plan progress • Present and discuss latest Budget Monitoring; Formula and Devolved Capital • Review of School Asset Register <p style="text-align: center;"><u>DfE Statutory Requirements</u></p> <ul style="list-style-type: none"> • Review the pay of teachers
Any Time of Year		
<ul style="list-style-type: none"> • Review 'Whistle Blowing' Policy • Review Lettings Policy • Review of LA contracts i.e. Finance and Personnel • Review of Quotes and Tenders • Presentation of Voluntary Fund Audit Certificate to the Governing Body • Review Banking Signatories 	<ul style="list-style-type: none"> • Review Compliance Audit Reports • Best Value monitoring of major purchases • Update Register of Business Interest • Review committee membership and structure (usual in the Autumn Term) Review terms of eference for committee (usual in the Autumn Term) 	<ul style="list-style-type: none"> • Review Governors Allowances Policy • Governor Self Evaluation of Competencies Matrix • Benchmarking Comparison • Opportunity to declare Business Interests at every meeting • Completion of Governing Body Decision Planner • Review Business Continuity Plan