

STONEBOW PRIMARY SCHOOL
(A company limited by guarantee)

GOVERNANCE STATEMENT

Scope of Responsibility

As trustees, we acknowledge we have overall responsibility for ensuring that Stonebow Primary School has an effective and appropriate system of control, financial and otherwise. However such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can provide only reasonable and not absolute assurance against material misstatement or loss.

The Board of Trustees has delegated the day-to-day responsibility to the Headteacher, as Accounting Officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between Stonebow Primary School and the Secretary of State for Education. They are also responsible for reporting to the Board of Trustees any material weaknesses or breakdowns in internal control.

Governance

The information on governance included here supplements that described in the Trustees' Report and in the Statement of Trustees' responsibilities. The Board of Trustees has formally met 4 times during the year. Attendance during the year at meetings of the Board of Trustees was as follows:

Trustee	Meetings attended	Out of a possible
Tim Willson, Chair of Trustees	4	4
Joanna Travis Roberts	2	4
John Hardwick	2	4
Lee Sonde	3	4
Matthew Lickess	0	4
Daniel Grabowski	2	4
Andrew Travis	3	4
Peter Hayes	1	4
Elle Grabowski	0	1
Marie Donaghy	4	4
Susan Bown	4	4
Paul Bown	4	4
Martin Lees	4	4
Joanne Graham	3	4
Paul Brockless	4	4
Avneet Khandelwal	2	2
Joanne Street	2	2

- Changes in the composition of the Board are indicated on page 1 of the financial statements and all were of a routine nature.
- The Board's work was typical for a primary academy trust of its size and type, focusing on the improvement and maintenance of educational standards and on financial and general management. There were no unusual matters worthy of note dealt with by the Trustees during their work.
- A review of the Board's performance in the year is detailed below. Challenges encountered have been of a routine nature concerning finances, staff management and educational standards.
- The quality of data flowing to the Board is considered acceptable by Trustees based on their experience, their own observations, enquiries and judgements.

Governance reviews:

This year, the Board of Trustees has been pro active in undertaking reviews on the effectiveness of the Trustees.

Ofsted thoroughly reviewed the Governing Body in April 2017 and further to their findings, the Board of Trustees commissioned a full external review by Jean Lewis, a National Leader in Governance. This review is ongoing and has already brought about the following changes:

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GOVERNANCE STATEMENT (continued)

- Restructure and streamlining of Governor Committees to improve efficiency and effectiveness.
- Strategic input and review of School Improvement Plan.

The Governing Body will continue with the ongoing review by the National Leader in Governance and will respond as required to the recommendations made.

The Governing Body will undertake an internal self evaluation in the Summer term.

The Finance and Resource Management Committee is a sub committee of the main Board of Trustees. Its purpose is to assist in ensuring financial stability, transparency and effective financial procedures are maintained at Stonebow Primary School.

Attendance at meetings in the year was as follows:

Trustee	Meetings attended	Out of a possible
Tim Wilson	4	6
John Hardwick	4	6
Andrew Travis	2	6
Lee Sonde	4	6
Susan Bown	6	6
Paul Brockless	6	6
Paul Bown	6	6
Martin Lees	5	6
A Khandelwal	2	3

Review of Value for Money

As Accounting Officer, the Headteacher has responsibility for ensuring that the Academy delivers good value in the use of public resources. The Accounting Officer understands that value for money refers to the educational and wider societal outcomes achieved in return for the taxpayer resources received.

The Accounting Officer considers how the Academy's use of its resources has provided good value for money during each academic year, and reports to the Board of Trustees where value for money can be improved, including the use of benchmarking data where appropriate. The Accounting Officer for the Academy has delivered improved value for money during the year by:

Appointing a school business manager who will:

- Oversee purchasing processes to ensure the effectiveness of best value
- Undertake a supplier review
- Work with a network of business managers to complete benchmarking exercises and use the data to inform future purchasing decisions

The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Academy policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in Stonebow Primary School for the year 1 September 2017 to 31 August 2018 and up to the date of approval of the annual report and financial statements.

Capacity to Handle Risk

The Board of Trustees has reviewed the key risks to which the Academy is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Board of Trustees is of the view that there is a formal ongoing process for identifying, evaluating and managing the Academy's significant risks, that has been in place for the year 1 September 2017 to 31 August 2018 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Board of

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GOVERNANCE STATEMENT (continued)

Trustees.

The Risk and Control Framework

The Academy's system of internal financial control is based on a framework of regular management information and administrative procedures including the segregation of duties and a system of delegation and accountability. In particular, it includes:

- comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the Board of Trustees;
- regular reviews by the Finance and Resource Management Committee of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes;
- setting targets to measure financial and other performance;
- clearly defined purchasing (asset purchase or capital investment) guidelines.
- delegation of authority and segregation of duties;
- identification and management of risks.

The Board of Trustees has considered the need for a specific internal audit function and has decided to appoint Leicestershire County Council as internal auditor.

The internal auditor's role includes giving advice on financial matters and performing a range of checks on the Academy's financial systems. In particular the checks carried out in the current period included:

- testing of payroll systems
- testing of purchase systems
- testing of control account/ bank reconciliations

On an annual basis, the auditor reports to the Board of Trustees through the audit committee on the operation of the systems of control and on the discharge of the Board of Trustees' financial responsibilities.

The latest internal audit visit was in January 2018. A small number of routine control weaknesses were identified as a result of the internal auditor's review work which have been addressed in the year.

Review of Effectiveness

As Accounting Officer, the Headteacher has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

- the work of the internal auditor;
- the work of the external auditors;
- the financial management and governance self-assessment process;
- the work of the executive managers within the Academy who have responsibility for the development and maintenance of the internal control framework.

The Accounting Officer has been advised of the implications of the result of their review of the system of internal control by the Finance and Resource Management Committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

Approved by order of the members of the Board of Trustees on 22 November 2018 and signed on their behalf, by:

Tim Willson
Chair of Trustees

Paul Brockless
Accounting Officer