

Criteria Matrix – RAG Rating for School Financial Management

The RAG is produced on a rolling 12 month basis to reflect the ongoing changes within Norfolk Schools.

		Red	Amber (Red) – A1	Amber (Green) - A2
1	Financial Delegation	Delegation Withdrawn Notice to Withdraw Delegation Issued	LA considering removal of delegated authority/ notice of intent issued LA letter of concern issued	
2	Financial investigation	Financial investigation (subject to Disciplinary Action Review Group) Financial investigation (significant issues, but not subject to Disciplinary Action Review Group)	Financial investigation (serious issues, but not subject to Disciplinary Action Review Group)	Financial investigation (Issues, but not subject to Disciplinary Action Review Group)
3.0	Deficit budget plans	The Local Authority are not able to accept a deficit budget	One year acceptance letter issued.	Budgetary concerns in the future years.
3.1	Submission of Budget plans	Three budget plans not submitted to timetable within the last 12 months	Two budget plans not submitted to timetable within the last 12 months	One budget plans not submitted to timetable within the last 12 months
4.0	Other Budget Issues – loans	School has a loan in excess of 10% of budget share	School has loan = 5-10% of budget share	School has loan = <5% of budget share
4.1	Other budget issues - Balances		Excessive surplus balances – no plans for commitment	
4.2	Other budget issues – Staffing	Definite staffing adjustment will be required i.e loss of a class base, loss of SRB	Consideration of likely need for staffing adjustment i.e. more likely than potential, but not absolutely definite.	Consideration of possible staffing adjustments.
5	Leadership, governance or finance staff issues	Significant leadership, governance or finance staff issues e.g. refusal to accept responsibility of school leaders to act, suspensions of key staff, significant competence issues etc.	Serious Leadership, governance or finance staff issues e.g. delayed action from school leaders, serious competence issues, incorrect SLA subscription Change of staff with financial responsibility. (This also relates to H/T or Finance staff previously employed in a Norfolk School – valid for 2 terms.)	
6	Ofsted Special Measures or NTI/ LA School of concern	School in Category, significant or serious HR/Finance issues	Category, no HR/Finance issues	

Criteria Matrix – RAG Rating for School Financial Management

The RAG is produced on a rolling 12 month basis to reflect the ongoing changes within Norfolk Schools.

		Red	Amber (Red) – A1	Amber (Green) - A2
7	Number on roll	Significant fall in NOR – no plans to address (e.g. fall is > 5%, or affects budget share significantly)	Significant fall in NOR – plans to address (e.g. fall is > 5%, or affects budget share significantly)	Fall in NOR – plans to address
8	NAS Audits & Educator Solutions Healthchecks	Red or Amber ratings no longer apply to this Section. This section will record the type & date of the school's last Audit		
9	NAS Themed Audits	Evidence has not been provided that themed audit findings have been discussed at Governor level for three NAS themed audit not produced in the last 12 months.	Evidence has not been provided that themed audit findings have been discussed at Governor level for two NAS themed audit not produced in the last 12 months.	Evidence has not been provided that themed audit findings have been discussed at Governor level for one NAS themed audit not produced in the last 12 months.
10	SFVS	Not completed to timetable	Serious concerns with self-assessment – Governors not addressing	Some concerns with self-assessment – Governors addressing
11.0	School Fund Audit	Current and previous audit was issued with a 'has issues' rating. Audit findings have not been addressed from one year to the next.	Current report issued with a 'has issues' rating, audit findings to be acted on and resolved for the next year audit.	Current report issued with an 'acceptable' rating, but minor audit findings, to be acted on and resolved for the next years audit.
11.1	No School Fund Audit	No school fund audit for 2 years	No school fund for 1 year	School fund not been submitted within the Norfolk's Scheme for Financing Schools
12	LA Returns	Serious delays with monthly returns, including refusal/inability to respond.	Monthly Returns with ongoing issues,	Late uploads/ downloads
13	Autumn Term Visit	Head has refused Autumn Term Visit from Finance Support	Heads refusal to invite Governor to Autumn Term visit	Non-invitation of Governor at Autumn Term Visit

Training – relevant all year round and will influence the overall RAG rating in all terms.

		Red	Amber (Red) – A1	Amber (Green) – A2	Green
14	Finance Staff - New	No Finance training completed in current 12 month period	'New Finance Staff Induction' visit has been undertaken	Completed 'Introduction to School Finance' & 'Introduction to Star Accounts' E-Learning courses	Completed 'Star Foundation' tutor led course & 'Finance Skills questionnaire'.
15	Finance Staff – Existing	No Finance Refreshers completed in the current 12 month period	Completed 1 Finance Refresher in the current 12 month period	Completed 2 Finance Refreshers in the current 12 month period	Completed 3 Finance Refreshers in the 12 month period
16	Leadership – New	No Finance training completed in current 12 month period	'New Headteacher Induction' visit has been undertaken	Completed 'Introduction to School Finance' e-learning course'	Completed Core Skills courses: Budget Setting, Costing Development Plans & Initiatives, Fighting Financial Fraud & Effective Budget Monitoring
17	Leadership – Existing	No Finance Refreshers completed in the current 12 month period	Completed 1 Finance Refresher in the current 12 month period	Completed 2 Finance Refreshers in the current 12 month period	Completed 3 Finance Refreshers in the 12 month period
18	Governors	No Finance Refreshers completed by any Governors in the current 12 month period	A Governor has completed 1 Finance Refresher in the current 12 month period	A Governor has completed 2 Finance Refreshers in the current 12 month period	A Governor has completed 3 Finance Refreshers in the current 12 month period

A Refresher is classed as completion of a tutor-led or E-Learning course from any of the Finance Training Programmes, or, attendance at a Budget Workshop, Fair Funding Consultation, Finance support visit, Budget Setting Visit, Finance Support Clinic or any other Ad-Hoc Finance Briefing / Event held by the Schools Finance Team

Core Skills Courses: Budget Setting, Costing Development Plans & Initiatives, Fighting Financial Fraud & Effective Budget Monitoring

Actions	Areas 1-7 = Red, even if school only meets 1 criteria Areas 8-13 = Red if school meets 2 or more criteria Areas 8-13 = Amber 1 if school meets 1 criteria Areas 14-18 = Red, even if school only meets 1 criteria (relates to the spring term only)	Areas 1-7 = Amber 1, even if school only meets 1 criteria Areas 8-13 = Amber 1 if school meets 2 or more criteria Areas 8-13 = Amber 2 if school meets 1 criteria Areas 14-18 = Amber 1, even if school only meets 1 criteria (relates to the spring term only)	Areas 1-13 = Amber 2, even if school only meets 1 criteria Areas 14-18 = Amber 2, even if school only meets 1 criteria (relates to the spring term only) NB Cannot be Green
Notification to: CS SMT CS HR SIP	Head Ch of Govs Ch of Finance	Notification to: CS SMT CS HR SIP	Head Ch of Govs Ch of Finance
			Notification to: CS SMT CS HR SIP
			Head Ch of Govs Ch of Finance