

CHILDREN'S SERVICES SCHOOLS' FINANCE TEAM

FINANCE SUPPORT – AUTUMN TERM VISIT

Agenda

This agenda is set and is used in every Norfolk school during the Autumn Term Visit from Finance Support. It is intended that the agenda will ensure a standard approach to setting and reviewing the 2nd revision of the schools budget plan and review other relevant financial management aspects as shown below.

The Headteacher will ensure that a member of their Governing Body is invited to attend the meeting, preferably, but not limited to, the Chair of Governors and/or the Chair of Finance. This meeting is intended to ensure Governor awareness of the budget process and the impact of budgetary decisions as well as highlighting key financial considerations for the Autumn term. As this is not a replacement for your Governors meeting a maximum of 2 Governors should attend.

It is good practice to arrange your Autumn term Governors meeting following this visit from your Finance Support Officer. This will enable full governors (or finance committee if delegated) to discuss and approve the budget plan revision 2 for submission to the LA before the end of the autumn term as directed by Norfolk's Scheme for Financing Schools.

The Autumn Term visit is now included as category 12 on the schools RAG rating as follows:

RED: Head has refused Autumn Term Visit from Finance Support

A1 Heads refusal to invite Governor to Autumn Term visit

A2 Non-invitation of Governor at Autumn Term visit

As usual your Finance Support Officer will complete and provide notes of the meeting including advice given.

The school should complete the budget commentary paperwork during the meeting to support the detail around budget revision changes.

- 1) Complete budget revision 2 (Enhanced schools only)
- 2) Review budget revision 2 (Standard schools only)
- 3) Discuss
 - Budget monitoring
 - Services to Schools Contract
 - MI sheets
 - School Fund Audit
 - Finance training requirements
 - Policy/procedure updates
 - Fair Funding Consultation
 - Current RAG rating
 - Benchmarking data
 - Schools Financial Value Standard
- 4) School queries/issues/concerns
- 5) AOB

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