

## Criteria Matrix – RAG Rating for School Financial Management

		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1	Financial Delegation	Delegation Withdrawn  Notice to Withdraw Delegation Issued	LA considering removal of delegated authority/ notice of intent issued  LA letter of concern issued	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	Deficit budget plans	The Local Authority are not able to accept a deficit budget	One year acceptance letter issued.	Budgets and/or revisions not submitted to timetable
4	Other Budget Issues	Definite staffing adjustment will be required i.e. loss of a class base, loss of SRB etc.  School has a loan in excess of 10% of budget share	Consideration of likely need for staffing adjustment i.e. more likely than potential, but not absolutely definite.  Excessive surplus balances – no plans for commitment  School has loan = 5-10% of budget share	Consideration of possible staffing adjustments, i.e. PSF leavers/joiners and associated staff. Possibility of pending notices (i.e. expectation of retirement resulting in 'natural wastage' etc)  School has loan = <5% of budget share
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	

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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	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	No evidence was provided that themed audit findings had been discussed at Governor level. (All schools to provide minutes at Autumn Term meeting or forwarded to SFT to shown evidence of discussion)		
10	SFVS	Not completed to timetable	Serious concerns with self-assessment – Governors not addressing	Some concerns with self-assessment – Governors addressing
11	School Fund Audit	School Fund audit – significant or serious issues – not being addressed  No school fund audit for 2 years	No school fund audit for 1 year	School funds audited, but not sent to CSF, as required by Norfolk's Scheme for Financing Schools  (School must provide signed audited accounts within 3 months of the financial year ending)
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 but will only influence the overall RAG rating in the spring term.**

		<b>Red</b>	<b>Amber (Red) – A1</b>	<b>Amber (Green) – A2</b>	<b>Green</b>
14	Finance Staff - New	No Finance training completed in current financial year	'New Finance Staff Induction' visit has been undertaken	<b>Completed 'Introduction to School Finance' E-Learning course</b>	<b>Completed 'Introduction to Star Accounts' Also complete 'Finance Skills questionnaire'</b>
15	Finance Staff – Existing	No Finance Refreshers completed in the current financial year	Completed 1 Finance Refresher in the current financial year	Completed 2 Finance Refreshers in the current financial year	Completed 3 Finance Refreshers in the current financial year
16	Headteachers – New	No Finance training completed in current financial year	'New Headteacher Induction' visit has been undertaken	Completed 'Introduction to School Finance E-learning course'	<b>Completed Core Skills courses. (See below for details)</b>
17	Headteachers – Existing	No Finance Refreshers completed in the current financial year	Completed 1 Finance Refresher in the current financial year	Completed 2 Finance Refreshers in the current financial year	Completed 3 Finance Refreshers in the current financial year.
18	Governors	No Finance Refreshers completed by any Governors in the current financial year	A Governor has completed 1 Finance Refresher in the current financial year	A Governor has completed 2 Finance Refreshers in the current financial year	A Governor has completed 3 Finance Refreshers in the current financial year

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, Autumn Term Visit, Budget Setting Visit, Finance Support Clinic or any other Ad-Hoc Finance Briefing / Event held by the Schools Finance Team

***Core Skills Courses: Budgeting for Success, Financially Sound Initiatives & Plans, Fighting Financial Fraud & Maximising Your Budget Potential***

<b>Actions</b>			
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)	Notification to: CS SMT CS HR SIP	Head Ch of Govs Ch of Finance	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)
	Notification to: CS SMT CS HR SIP	Head Ch of Govs Ch of Finance	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	