



Department
for Education

School Resource Management Self-Assessment Tool Checklist

Reference AF406844623 -DRAFT-

Organisation details

Company number: 07898905

Trust name: SHENFIELD HIGH SCHOOL

Summary of Questions and Answers

Governance

Question 1 Have the Chief Financial Officer, Accounting Officer and chair of trustees read the current edition of the Academy Trust Handbook (also known as the Academies Financial Handbook) (hereafter 'Academy Trust Handbook')? Yes

Question 1a Do they understand their role in complying with the trust's charitable objects, with company and charity law, and with the funding agreement? Yes

Question 2 Has the board assessed its composition during the year in terms of skills, effectiveness, leadership and impact? Yes

Question 3 Does the board have a plan in place to address any gaps in its capabilities through recruitment, induction, training or other development activity? Yes

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| Question 4 | Has the board appointed the senior executive leader as accounting officer? | Yes |
| Question 4a | Has the board assured itself that the senior leader has appropriate skills to fulfil their role as accounting officer in accordance with the financial responsibilities of the duty to the public purse? | Yes |
| Question 5 | Has the board appointed a qualified and/or experienced chief financial officer? | Yes |
| Question 6 | Has the board appointed a governance professional who is someone other than a trustee, principal or chief executive of the trust? | Yes |
| Question 7 | How many times has the board met in the last year? | 5 |
| Question 7a | If less than 6 times, has the board explained in the governance statement how it has maintained effective oversight and regulatory compliance? | Yes |
| Question 8 | Has the trust held an Annual General Meeting (AGM) with members in the last 12 months? | Yes |
| Question 8b | What percentage of members attended the AGM? 100% | |
| Question 9 | Has the board approved a written scheme of financial delegations? | Yes |
| Question 10 | Does the trust have a finance committee (or equivalent) with clear terms of reference and a knowledgeable and experienced chair? Where the finance committee and audit and risk committee are separate, the chair should not be the same. | Yes |

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| Question 11 | Does the trust have an audit and risk committee? | Yes, it's combined with another committee |
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| Question 11a | Does the audit and risk committee reflect minimum good practice by precluding employees from its membership? | Yes |
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| Question 11b | How many times has the audit and risk committee met in the last 12 months? | 5 |
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| Question 12 | Are trustees assured that regular risk assessment process is in place, and that mitigations planned are appropriate/interrogated? | Yes |
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| Question 13 | Does the academy trust operate in accordance with all of the requirements in the Academy Trust Handbook to identify and avoid conflicts of interest, and to report and manage and related party transactions? | Yes |
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| Question 14 | Has the trust published its governance arrangements on its website in accordance with the Academy Trust Handbook? | Yes |
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Trust financial strategy

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| Question 15 | Has the board of trustees carried out a going concern assessment of the trust to inform the basis of the preparation for financial statements? | Yes |
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| Question 15a | Can the board clearly evidence the information and data used to inform this assessment and the assumptions made? | Yes |
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| Question 16 | Can the trust evidence that its 3-year financial forecast has been reviewed by the trustees before approval? | Yes |
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| Question 17 | Can the trust evidence that trustees have taken financial performance in previous years into account (for example, adjustments for areas of significant underspend or overspend)? | Yes |
| Question 18 | Are the assumptions behind the 3-year forecast, including pupil number projections, documented? | Yes |
| Question 19 | If a cumulative deficit has been forecast within the 3-year budget, is there a plan to mitigate it? | Not Applicable |
| Question 20 | Is the financial strategy integrated with the trust's strategy for raising standards and attainment? | Yes |
| Question 21 | Does the trust survey its physical estate and ensure appropriate capital provision in budget setting? | In Part |
| Question 21a | Are trustees aware of their duties under health and safety legislation? | Yes |
| Question 22 | Does the trust have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance? | Yes |
| Setting the Annual Budget | | |
| Question 23 | Does the trust set a well-informed and balanced budget which is approved, in advance, by the board? | Yes |
| Question 24 | Does the budget setting process allow sufficient time for the trust board to scrutinise and challenge the information provided? | Yes |
| Question 25 | Do trustees challenge pupil number assumptions and can the trust move quickly to recast the budget if the projections and reality are materially different? | Yes |

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| Question 26 | Is end year outturn in line with budget projections, or if not, is the trust board alerted to significant variations in a timely manner, and do they result from planned changes or from genuinely unforeseeable circumstances? | Yes |
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| Question 27 | Are balances at a reasonable level and does the trust have a clear plan for using the money it plans to hold in balance at the end of each year? | Yes |
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Staffing

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| Question 28 | Does the trust review and challenge its staffing structure regularly to ensure it is the best structure to meet the needs of the trust whilst maintaining financial integrity? | Yes |
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| Question 29 | Is the pay of senior leaders tightly correlated to strong educational outcomes and sound financial management? | Yes |
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| Question 30 | Does the trust benchmark the size of its senior leadership team annually against that of similar schools? | Yes |
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| Question 31 | Has the academy trust published on its website the number of employees whose total benefits exceeded £100k? | Yes |
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Value for money

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| Question 32 | Does the trust benchmark its income and expenditure and that of its schools annually against that of similar trusts and schools and investigate further where any category appears to be out of line? | Yes |
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| Question 33 | Has the trust considered the results of the self-assessment dashboard or other DfE benchmarking tools? | Yes |
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| Question 34 | Does the trust have procedures for purchasing goods and services that both meet legal requirements and secure value for money? | Yes |
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| Question 35 | Are the trustees given the opportunity to challenge their staff's plans for replacing contracts for goods and services that are due to expire shortly? | In Part |
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| Question 36 | Does the trust consider collaboration with others, for example on sharing staff or joint purchasing, where that would improve value for money? | Yes |
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| Question 37 | Does the trust compare its non-staff expenditure against the DfE approved frameworks to ensure you are achieving best value for money? | Yes |
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Protecting public money

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| Question 38 | Are the trustees sure that there are no outstanding matters from audit reports? | Yes |
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| Question 39 | Are the internal scrutiny arrangements, as defined in the Academy Trust Handbook, adhered to? | Yes |
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| Question 40 | Does the trust regularly review its internal control arrangements to safeguard against fraud and theft, and cybercrime by staff, contractors, suppliers and other third parties? | Yes |
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| Question 41 | Are all staff aware of the trust's whistleblowing arrangements and to whom they should report concerns? | Yes |
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| Question 42 | Does the trust have an accounting system that is adequate and properly run and delivers accurate reports, including the required returns to ESFA? | Yes |
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Action plan

Trust financial strategy

Question 21 Does the trust survey its physical estate and ensure appropriate capital provision in budget setting?

Action planned Assessments are made and works are delivered where we can but budgets do not cover the required costs of estate maintenance in all case. We turn to CIF bids and other sources where we can.

Target date 01/09/2022

Value for money

Question 35 Are the trustees given the opportunity to challenge their staff's plans for replacing contracts for goods and services that are due to expire shortly?

Action planned On major contracts Trustees are involved in the process. For smaller contracts, a tracker system is in place which is taken to Trustees for review. We are enhancing this provide more info and make challenge easier from Trustees.

Target date 01/06/2022

Your details

Name: Mr Stuart Roberts

Email address: s.roberts@shenfield.essex.sch.uk

Telephone number 01277249237

Accounting officer details

Name Carole Herman

Role of accounting officer principal

Declaration

The information submitted in this form is accurate to the best of my knowledge.

I confirm that the accounting officer has been sighted on the information being submitted and arrangements are being established of the trust to move towards compliance with the mandatory requirements of the Academy Trust Handbook.

I confirm that the trust board has been sighted on the information being submitted and has approved this. (If not, please ensure that this is shared with the trustees at the next trust board)

Date draft version created:

09 March 2022
