

Harefield Infant School and Harefield Junior School Governing Bodies 2018/19 Governance Statement

Federation of Governing Body's

On 4th October 2018 the Governing Body's of Harefield Infant and Harefield Junior School Federated and formed a single Governing Body with oversight of both schools. Legislation regarding School Governance limits the number of Parent and Staff Governors regardless of the number of schools within a Federation. The category of Co-Option was therefore used to retain the expertise, experience and challenge of the original governing body's whilst achieving full compliance with the legislation regarding School Governance.

The new Instrument of Government was made under The School Governance (Federations) (England) Regulations 2012, as amended by The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2014, The School Governance (Constitution and Federations) (England) (Amendment) (No. 2) Regulations 2014, and The School Governance (Federations) (England) (Amendment) Regulations 2015, The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016.

Scope of Responsibility

As Governors we acknowledge we have overall responsibility for ensuring that Harefield Infant and Harefield Junior Schools have 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 Governing Body has delegated the day-to-day responsibility to the Executive Head Teachers of both Harefield Infant and Harefield Junior Schools, 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 Harefield Infant School and the Local Authority and between Harefield Junior School and the Local Authority. The Executive Head Teacher is also responsible for reporting to the Governing Body any material weaknesses or breakdowns in internal control.

Governance

The information on governance included here supplements that described in the Statement of Governing Body Responsibilities. The Governing Body has formally met **6** times during the year. Attendance during the year at meetings of the Governing Body was as follows:

Governor	Meetings attended	Out of a possible
Mr B Evans (Chair) <i>Co-opted</i>	6	6
Mrs R Scott (Vice Chair) <i>Co-opted</i>	6	6
Mrs B Lloyd (Executive Headteacher)	2	6
Mrs J Moss Head of School – <i>Staff Governor</i>	5	6
Mrs L Boden <i>Co-opted</i>	6	6

Mrs C Evans <i>Co-opted</i>	6	6
Mr S Henderson <i>Parent Governor</i>	4	6
Mrs S Hooson-Jones <i>Co-opted</i>	6	6
Mrs H Timmins <i>Co-opted</i>	3	3
Mrs S Soanes <i>Co-opted</i>	4	6
Ms L Stanton <i>Associate Governor</i>	1	4
Mr D Todd <i>Parent Governor</i>	1	6
Mrs M Hayes <i>Parent Governor</i>	1	2
Ms F O'Sullivan	1	2
Mrs A Headland - Clerk	5	5

Changes in the composition of the Governing Body:-

- Mrs E Goodliffe Resigned as Clerk April 2018
- Mrs M Hayes Resigned August 2018
- Ms F O'Sullivan Resigned August 2018
- Mrs A Headland Joined as Clerk June 2018
- Mrs H Timmins Joined November 2018

Finance Sub-Committee's

The Finance Sub-Committee's for Harefield Infant and Harefield Junior Schools are sub-committees of the main Governing Body. Their purpose is to:

Act on behalf of the Governing Body in all matters relating to the Governor's financial responsibilities under the law and in accordance with LA practice and requirement.

The Finance Sub-Committee reports to the Governing Body and is responsible to:

1. oversee the financial planning within the school and to relate the expenditure to the objectives defined in the School Improvement/Development Plan.
2. in consultation with the Head Teacher agree the annual budget plan to be proposed at a full Governing Body meeting for final approval.
3. monitor the efficient expenditure on a monthly basis investigating any unexpected or unusual variations.
4. reporting the status of the budget from the most recent details at each Governing Body meeting, reporting minutes of Financial Sub-committee meetings.
5. provide advice to other Committees on the financial implications of matters under consideration.
6. act in all financial matters relating to the school budget by supporting the Head Teacher and as a channel of communication with school staff and others.

Attendance at meetings in the year was as follows:

Harefield Infant School Finance Sub-committee:

Governor	Meetings attended	Out of a possible
Mr B Evans (Chair)	5	5

Mrs R Scott (Vice Chair)	5	5
Mrs B Lloyd (Executive Headteacher)	1	5
Mrs J Moss (Head of School)	4	5

Also Attending:-

Ms C Tong (School Business Manager)	5	5
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Harefield Junior School Finance Sub-committee:

Governor	Meetings attended	Out of a possible
Mr B Evans (Chair)	5	5
Mrs R Scott (Vice Chair)	5	5
Mrs B Lloyd (Executive Headteacher)	1	5
Mrs Sandy Hooson-Jones	1	5

Also Attending:-

Ms J Palmer (School Business Manager)	5	5
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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 on-going process designed to identify and prioritise the risks to the achievement of the schools 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 for Harefield Infant and Harefield Junior Schools for the period 1st April 2018 – 31st March 2019 and up to the date of approval of the annual financial statements.

Capacity to Handle Risk

The Governing Body has reviewed the key risks to which the Harefield Infant and Harefield Junior Schools are exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Governing Body is of the view that there is a formal on-going process for identifying, evaluating and managing Harefield Infant and Harefield Junior School's significant risks that has been in place for the period 1st April 2018 – 31st March 2019 and up to the date of approval of the annual financial statements. This process is regularly reviewed by the Governing Body.

The Risk and Control Framework

Harefield Infant and Harefield Junior Schools systems of internal financial control are 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 Governing Body;
- regular reviews by the Finance Sub-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 Governing Body has considered the need for a specific internal audit function and has decided not to appoint an internal auditor as this function is provided by the Local Authority as part of the ongoing assessment against Schools Financial Value Standards (SFVS) and previously as Financial Management Standards in Schools (FMSiS). In the last audit, concluding November 2013, no material weaknesses were identified. In addition to this, the Governing Body has appointed Rosa Crockett, as an external auditor, to perform additional checks on Private School Funds for both Schools.

Review of Effectiveness

As accounting officer the Executive Head Teacher 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 Local Authority internal auditor;
- the work of the external auditor;
- the financial management and governance provided by the Finance Sub-committee;
- the work of the Senior Leadership Team within the schools who have responsibility for the development and maintenance of the internal control framework.

The Executive Head Teacher has advised the Finance Sub-committee of the results of their review of the system of internal control and the review conducted by the local authority internal audit department and a plan to address any weaknesses and ensure continuous improvement of the system is in place.

Approved by order of the members of the Governing Body on 16th May 2019 and signed on its behalf by:

Signed:

Name: Mr B Evans

Role: Chair of Governing Body
Harefield Infant School &
Harefield Junior School

Signed:

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Name: Mrs B Lloyd

Role: Executive
Headteacher
Harefield Infant School &
Harefield Junior School