



Department
for Education

School Resource Management Self-Assessment Tool Checklist

Reference AF589047400 -DRAFT-

Organisation details

Company number: 07445392

Trust name: Chelmsford County High School for Girls

Summary of Questions and Answers

Governance

Question 1 Have the chief financial officer (CFO), accounting officer, chair of trustees and the governance professional read the Academy Trust Handbook (ATH) 2023? Yes

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

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

Both the Full GB and the Governors' Management Committee review GB membership, associated skills and requirements on a termly basis. The last formal audit of GB skills was completed and analysed in May 2023.

Question 3	Does the board have a plan in place to address any skills and knowledge gaps?	Yes
Question 4	Has the board appointed the senior executive leader as accounting officer? The Headteacher was formally appointed as the school accounting officer by the Full GB on 15/10/19.	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? In accordance with the ESFA rules, the principle is appointed as the accounting officer.	Yes
Question 5	Has the board appointed a qualified and/or experienced chief financial officer (CFO)? A qualified and experienced Business Manager was appointed in January 2019. They are an ACCA affiliate with over 25 years financial services experience prior to joining the Academy.	Yes
Question 6	Has the board appointed a governance professional who is someone other than a trustee, principal or chief executive of the trust? The current Clerk to Governors has been in place since September 2008.	Yes
Question 7	Has the board met at least 3 times in the last year?	Yes
Question 8	Has the trust held an Annual General Meeting (AGM) with members in the last 12 months?	No
Question 9	Has the board approved a written scheme of financial delegation?	Yes
Question 10	Does the trust have a finance committee, or equivalent, with clear terms of reference and a knowledgeable and experienced chair?	Yes

Question 11	Does the trust have an audit and risk committee? The duties of the audit and risk committee are undertaken by the Governing Body's Facilities & Finance Committee as permitted under 3.6 of the Academies Financial Handbook.	Yes, but it's combined with another committee
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Question 11a	Does the audit and risk committee reflect minimum best practice by not allowing trust employees to be members?	Yes
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Question 11b	Has the audit and risk committee met at least 3 times in the last year?	Yes
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Question 12	Does the board of trustees take overall responsibility for risk management?	Yes
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Question 13	Does the academy trust comply with the conflict of interest and related party transaction requirements outlined in the ATH?	Yes
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Question 14	Has the trust published its governance arrangements on its website?	Yes
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Trust financial strategy

Question 15	Has the board of trustees carried out a going concern assessment of the trust to inform the basis of the financial statements?	Yes
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Question 15a	Can the board of trustees provide evidence of the information used to inform this assessment and the assumptions that were made?	Yes
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Question 16	Can the trust provide evidence that trustees approved the 3-year financial forecast before it was submitted to the ESFA?	Yes
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Question 17	Can the trust provide evidence that trustees have compiled accurate budget forecasts?	Yes
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Question 18	Has the board of trustees reviewed pupil number estimates each term and challenged them if required?	Yes
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Question 19	If the trust has a cumulative surplus, has the board of trustees set a policy for holding these surplus funds?	Yes
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Question 20	If a cumulative deficit has been forecast within the 3-year budget, is there a plan to mitigate it?	Yes
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Question 21	Does the trust take an integrated approach to curriculum and financial planning?	Yes
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Question 22	Does the trust survey its physical estate and ensure adequate capital provision for this in its budget?	Yes
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Question 23	Are trustees aware of their statutory duties under health and safety legislation?	Yes
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Question 24	Does the trust have an estate vision, strategy and asset management plan?	Yes
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Question 25	Does the trust have an appropriate business continuity plan, including adequate insurance cover?	Yes
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Setting the Annual Budget

Question 26	Does the trust set a well-informed and balanced budget?	Yes
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Question 27	Does the budget-setting process allow time for the board of trustees to review and challenge the information?	Yes
Question 28	Can the trust act quickly to amend the budget if pupil numbers are significantly different from what was projected?	Yes
Question 29	Is income and expenditure in line with budget projections?	Yes
Question 29a	Is the board of trustees informed of significant differences in a timely manner?	Yes
Question 29b	Do the differences result from planned changes and/or circumstances that could not have been predicted?	Yes
Question 30	Are in-year balances at a reasonable level?	Yes
Question 31	Does the trust have a clear plan for using the money it plans to hold in balance at the end of the year?	Yes

Staffing

Question 32	Does the trust review and challenge its staffing structure regularly to ensure it meets the needs of the trust and maintains financial integrity?	Yes
Question 33	Does the pay of senior leaders follow a robust evidence-based process?	Yes
Question 34	Does the trust benchmark the size of the senior leadership team in its schools annually against similar schools?	Yes
Question 35	Has the trust published on its website the number of employees whose total benefits exceeded £100,000 for the previous year ending 31 August?	Yes

Value for money

Question 36	<p>If the trust benchmarks its income and expenditure (and that of its schools) against similar trusts and schools, which of these possible actions has it taken after benchmarking in the last 12 months?</p> <ul style="list-style-type: none">- Investigated further where any category appeared to be out of line- Contacted other trusts and schools to share information or best practice- Identified areas for possible efficiencies- Used findings as part of strategic discussions at trust board meetings- Used findings as part of strategic discussions with senior leadership team (SLT)- Used findings to inform budget- Changed supplier of particular goods or service	
Question 37	<p>Does the trust have procedures for purchasing goods and services that both meet legal requirements and secure value for money?</p>	Yes
Question 38	<p>Are the trustees given the opportunity to challenge the trust's plans for replacing or renewing contracts for goods and services that are due to expire?</p>	Yes
Question 39	<p>What has the trust considered when replacing or renewing contracts in the last 12 months?</p> <ul style="list-style-type: none">- Not replacing the contract if it no longer meets the trust's requirements- Current contract terms- Social, environmental, ethical and sustainability factors- Who is best placed to manage the contract effectively- Route to market- Length of contract- Value of contract- Risks such as avoidance of Related Party Transactions and legal challenges	

Question 40	Does the trust consider collaboration with others if this would improve value for money, for example on sharing staff or joint purchasing?	Yes
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Question 41	Does the trust seek to use DfE approved frameworks, where applicable, to ensure procurement compliance and value for money?	Yes
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Frameworks typically are unavailable or not value for money so a comparison is always done with directly sourced suppliers

Protecting the public purse

Question 42	Has the trust responded to all audit report findings?	Yes
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Question 43	Has the trust adhered to the internal scrutiny arrangements defined in the ATH?	Yes
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Question 44	Does the trust regularly review its internal control arrangements to safeguard against fraud, theft and cybercrime by staff, contractors, suppliers and other third parties?	Yes
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Question 45	Are all staff aware of the trust's whistleblowing arrangements and who they should report concerns to?	Yes
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Question 46	Does the trust have an adequate accounting system that delivers accurate reports, including ESFA returns?	Yes
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Action plan

Governance

Question 8	Has the trust held an Annual General Meeting (AGM) with members in the last 12 months?
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Action planned The last trust AGM with members was held on 28th January 2023. The AGM for 2024 was planned for 27th January 2024 however it was cancelled due to an Ofsted visit the same week. The 2024 AGM has been re-scheduled for 22nd March 2024, this is within the 15 months permitted by the Trust's (DfE model) Articles of Association and Companies House.

Target date 22/03/2024

Your details

Name:

Email address:

Declaration

Date draft version created:
