



**FINANCE & PREMISES
IMPROVEMENT
PLAN
2014 – 2015**

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FINANCE					
Current SEF Grade	n/a	Staff Lead	Lallie Godfrey	Governor Lead	Chair of Finance & Premises

TARGET(S)					
1	⇒ To ensure that financial practices are consistently in line with Schools Financial Value Standard (SFVS) requirements				
2	⇒ To identify funding streams that can be used to further improve the quality of provision				
3	⇒ To ensure that the school provides good value for money				
4	⇒ To accurately forecast funding requirements for 2015 2016				

	SUCCESS CRITERIA	IMPACT (date)	RAG
1	⇒ All areas of SFVS are in place and financial procedures are carried out consistently by all	⇒	
2	⇒ Bids are submitted to organisations to gain additional funding for the school	⇒	
3	⇒ Benchmarking indicates that the school is providing good value for money	⇒	
4	⇒ Budgetary requirements are sufficient for the effective running of the school 2015 2016	⇒	

TARGET 1 ⇒ To ensure that financial practices are consistently in line with SFVS requirements					
Action(s) <i>(including CPD)</i>	Timescale <i>(from/to)</i>	Personnel <i>(who leads, who involved?)</i>	Resources <i>(time & money)</i>	Monitoring <i>(what, how, who, when?)</i>	RAG
Check all SFVS areas to ensure that financial procedures are in line with requirements on a termly basis	04 14 termly	Finance Manager HT F&P Committee	1 day per term	Monitoring –If areas for identified for action are being addressed How- Monitoring of financial procedures Who - Nominated F&P governor When –Termly	
Undertake any actions identified from SFVS scrutiny	04 14 termly	Finance Manager HT F&P Committee	1 day per term	Monitoring –Areas for identified for action are being addressed How-Monitoring of financial procedures Who -Nominated F&P governor When –Termly	

TARGET 2 ⇒ To identify funding streams that can be used to further improve the quality of provision					
Action(s) <i>(including CPD)</i>	Timescale <i>(from/to)</i>	Personnel <i>(who leads, who involved?)</i>	Resources <i>(time & money)</i>	Monitoring <i>(what, how, when, who?)</i>	RAG
Investigate opportunities to bid for funding from other organisations e.g. LCVAP	04 14 Ongoing	HT Finance Manager F&P Committee HT	As required tbc	Monitoring –Progress towards submitting bids How-HT Report to F&P Who -F&P Committee When –Termly	
Submit costed bids to organisation within the specific guideline and timelines	04 14 Ongoing	HT Finance Manager F&P Committee HT	As required tbc	Monitoring –Progress towards obtaining funding How-HT Report to F&P Who -F&P Committee When –Termly	
Undertake relevant improvements if bid successful	04 14 Ongoing	HT Finance Manager F&P Committee HT	As required tbc	Monitoring –Progress towards improvements (assuming funding gained) How-HT Report to F&P Who -F&P Committee When –Termly	

TARGET 3 ⇒ To ensure that the school provides good value for money					
Action(s) <i>(including CPD)</i>	Timescale <i>(from/to)</i>	Personnel <i>(who leads, who involved?)</i>	Resources <i>(time & money)</i>	Monitoring <i>(what, how, when, who?)</i>	RAG
Undertake Bench Marking scrutiny to compare cost with other local, similar schools	10 14	F&P Committee HT Finance Manager	Item on Agenda	Monitoring – F&P Committee How – comparison against other schools Who – F&P members to be reported to GB When – 10 14	
To consider the impact of expenditure against school priorities	10 14 ongoing	F&P Committee HT Finance Manager	Item on Agenda	Monitoring – impact against standards How – HT update, learning walks Who – F&P Committee When – 10 14 ongoing	

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TARGET 4					
⇒ To accurately forecast funding requirements for 2015 2016					
Action(s) <i>(including CPD)</i>	Timescale <i>(from/to)</i>	Personnel <i>(who leads, who involved?)</i>	Resources <i>(time & money)</i>	Monitoring <i>(what, how, when, who?)</i>	RAG
Ongoing monitoring of current budget	04 14 ongoing	HT Bursar F&P Committee	½ day per month	Monitoring – Current costs – are they in line with original estimates How –by LA and HT Who – LA Officer, HT and termly by F&P Committee When – monthly	
Collate existing annual set expenditures to ascertain total costs of essential areas	12 14 to 01 15	Bursar	2 days	Monitoring – Have all existing expenditures been accounted for? How – Discussion with Fin Man Who – HT When – 12 14 ongoing	
Consider future priorities to ensure that contingencies can meet the requirements	12 134 to 03 15	HT Bursar F&P Committee	1 day	Monitoring – Do future financial plans have a clear link with Sch Imp Plan priorities? Are these accurately costed? How – Discussion Who – F&P Committee When – Spring Term 15	

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PREMISES					
Current SEF Grade	n/a	Staff Lead	Lallie Godfrey	Governor Lead	Chair of Finance & Premises

TARGET(S)	1	⇒ To re-carpet and refurbish Classes 3 and 4
	2i	⇒ To replace/repair fencing around the perimeter of the school
	2i i	⇒ To replace existing outside storage with a purpose built storage container (dependent on LCVAP funding)
	3	⇒ To ensure that all areas of the school are maintained to the highest level

SUCCESS CRITERIA		IMPACT (date)	RAG
1	⇒ The learning environment in Classes 3 & 4 is improved	⇒	
2i	⇒ The perimeter fence is secure	⇒	
2i i	⇒ Storage facilities are fit for purpose	⇒	
3	⇒ A rolling programme for maintenance is in place and actioned accordingly	⇒	

TARGET 1		⇒ To re-carpet and refurbish Classes 3 and 4			
Action(s) <small>(including CPD)</small>	Timescale <small>(from/to)</small>	Personnel <small>(who leads, who involved?)</small>	Resources <small>(time & money)</small>	Monitoring <small>(what, how, when, who?)</small>	RAG
To consider costed proposals in line with any available DFC Allocation and Premises budget	04 14	HT Bursar Bryan Lester (Diocese) F&P Committee	½ day	Monitoring – Progress of project. Is the School Hall in a better condition following works? How – F&P Committee, HT Update, learning environment walk When – throughout project Who –F&P Committee	
Request tenders (if appropriate) for consideration by F&P Committee	05 14	HT F&P Committee	15% cost of works		
To complete DFC Bid to access funding (assuming project is viable)	05 14	HT Bryan Lester - Diocese	2 days		
Programs of works to be arranged and completed	08 14 to 09 14	HT Bursar	Unknown as yet		

TARGET 2		⇒ To replace/repair fencing around the perimeter of the school (2i) ⇒ To replace existing outside storage with a purpose built storage container (dependent on LCVAP funding) (2ii)			
Action(s) <small>(including CPD)</small>	Timescale <small>(from/to)</small>	Personnel <small>(who leads, who involved?)</small>	Resources <small>(time & money)</small>	Monitoring <small>(what, how, when, who?)</small>	RAG
To ascertain costs for replacing the fencing along LHS from gate to end of field (8 foot) and repairs to RHS	11 14 to 01 15	HT Bursar F&P Committee	2 days	Monitoring – Progress of project. Is the fencing secure around field? Does the storage enable ease of access safely? How – F&P Committee, HT Update, learning environment walk When – throughout project Who –F&P Committee	
Ascertain costs for removing existing poor quality storage and replacing with one purpose built container	11 14 to 01 15	HT F&P Committee	2 days		
To gather quotes for possible options	11 14 to 01 15	HT Finance Manager Companies	5 days		
Attend LCVAP meeting and put proposal to other members citing H&S as an issue including safeguarding for fencing & improvements for storage	02,15	HT LCVAP members	1 afternoon		
Complete LCVP bid	03.15	HT Bryan Lester – Diocese	1 day		
Assuming funds are allocated undertake project(s)	08.15	HT Caretaker Preferred company	Unknown as yet		

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TARGET 5					
⇒ To ensure that all areas of the school are maintained to the highest level					
Action(s) <i>(including CPD)</i>	Timescale <i>(from/to)</i>	Personnel <i>(who leads, who involved?)</i>	Resources <i>(time & money)</i>	Monitoring <i>(what, how, when, who?)</i>	RAG
To continue following the 5-year rolling programme for maintenance	04 14	HT Caretaker Finance Manager F&P Committee	1 day Ongoing maintenance time/cost as yet unknown	Monitoring – Ongoing standards of school environments – is the school fabric in good repair How – F&P Committee, HT Update, learning environment walk When – throughout project Who –F&P Committee	
To undertake maintenance in line with the rolling programme linked to budget limitations and tendering process	08 14 to 09 14	HT Caretaker Finance Manager F&P Committee companies	Time/cost tbc	Monitoring – Ongoing standards of school environments – is the school fabric in good repair How – F&P Committee, HT Update, learning environment walk When – throughout project Who –F&P Committee	

TIMELINE FOR ACTIONS

	Finance	Premises
April 2014	<ul style="list-style-type: none"> • Finance Manager to calculate ongoing cost for school and produce report • Finance Manager to calculate projected carry forward for school and produce report • HT to consider staffing scenarios and Finance Manager to cost these • Subject Leaders to audit existing resources and produce a budget bid for individual subjects • HT to consider School Improvement Priorities and ascertain costs to be put towards meeting the improvements e.g. staffing, resources • Finance Manager and HT to produce initial draft budget using indicative figures to be presented to F&P Committee for approval • Following receipt of actual figures to fix budget to be recommended for ratification by F&P Committee to Full GB • Finance Manager to undertake daily operation of budget. HT to monitor a minimum of once per month. F&P Committee to monitor termly 	<ul style="list-style-type: none"> • To investigate companies to undertake work (3 tenders required) to re-carpet Years 3 & 4 • Undertake a costings exercise to include new furniture for 3 and 4
May	<ul style="list-style-type: none"> • Ongoing monitoring of current budget • Procure monthly visits from LA Finance Team to support Finance Officer with new procedures 	<ul style="list-style-type: none"> • To obtain and agree quotes for re-carpeting • To consider costed proposals in line with DFC Allocation (£ 6,8,95) • To purchase additional furniture (chairs for Y3 & 4) • Re-carpeting to take place May half term if possible
June	<ul style="list-style-type: none"> • Ongoing monitoring of current budget • Update Financial Regulations to ensure that they reflect the changes in required procedures 	
July	<ul style="list-style-type: none"> • Ongoing monitoring of current budget 	
August	<ul style="list-style-type: none"> • Ongoing monitoring of current budget 	<ul style="list-style-type: none"> • Update the 5-year rolling programme for maintenance
September	<ul style="list-style-type: none"> • Ongoing monitoring of current budget 	
October	<ul style="list-style-type: none"> • Ongoing monitoring of current budget • Undertake Bench Marking scrutiny to compare cost with other local, similar schools • To consider the impact of expenditure against school priorities 	

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	Finance	Premises
November	<ul style="list-style-type: none"> Ongoing monitoring of current budget 	<ul style="list-style-type: none"> To investigate companies to undertake work (3 tenders required) to replace/repair fencing As above for replacing storage
December	<ul style="list-style-type: none"> Ongoing monitoring of current budget 	<ul style="list-style-type: none"> To request tenders for consideration by F&P Committee
January	<ul style="list-style-type: none"> Ongoing monitoring of current budget Collate existing annual set expenditures to ascertain total costs of essential areas Consider future priorities to ensure that contingencies can meet the requirements 	<ul style="list-style-type: none"> To attend LCVAP meeting to put forward proposals as Part 1 – fencing under H&S and Part 2 - storage
February	<ul style="list-style-type: none"> Ongoing monitoring of current budget 	<ul style="list-style-type: none"> To complete LCVAP Form to access funding (assuming project is agreed)
March	<ul style="list-style-type: none"> Ongoing monitoring of current budget 	<ul style="list-style-type: none"> Programs of works to be arranged and scheduled
onwards April 2014		<ul style="list-style-type: none"> Programs of works to be completed (potentially during the summer holiday 08 15)