



## Report of the Director of Education

Governance and Audit Committee – 25 October 2023

### Clydach Primary School Audit Report 2023

<b>Purpose:</b>	To provide an update on the Clydach Primary School audit report
<b>Report Author:</b>	David Roe (Acting Headteacher)
<b>Finance Officer:</b>	Aimee Dyer
<b>Legal Officer:</b>	Stephanie Williams
<b>Access to Services Officer:</b>	Rhian Millar
<b>For Information</b>	

#### 1. Introduction

- 1.1 As a result of an internal audit on Clydach Primary School carried out in 2023, an assurance level of moderate was given.
- 1.2 An action plan was developed to address the issues identified and appropriate implementation steps put in place. All items including actions taken to date can be found within Appendix A, which sets out the recommendations, associated actions and review of actions to undertaken to date.

The acting headteacher (in post since September 2023) and the interim headteacher (in post November 2022 – July 2023) have been leading in addressing all of the recommendations and have been supported by appropriate local authority officers to address the points within the action plan.

- 1.3 All recommendations have been fully met other than 2.1.4 in the action plan which is planned to be met by January 2024. Internal Audit are due to undertake their follow up audit late in Q3 or Q4 of 2023-2024.
- 1.4 The action plan shown at Appendix A reports progress against all the recommendations.

## 1.5 Medium Risk Recommendations

- **Unofficial Funds**

**(2.4.6)** A monthly reconciliation of all Unofficial Funds should be completed and reviewed by an independent person, and evidence of the review should be recorded.

**Progress to Date/Agreed and updated actions** – *Monthly reconciliation of unofficial funds now takes place. This is checked by the acting head.*

- **Inventory**

**(2.9.1 & 2.9.2)** Appropriate inventories should be maintained in accordance with Accounting Instruction No. 9.

**Progress to date/Agreed and updated actions** - *Inventory with all required details undertaken.*

- **Delegated Budget and Expenditure**

**(2.4.4)** A bank mandate should be completed as a matter of urgency and all outstanding invoices paid.

**Progress to date/Agreed and updated actions** - Bank mandate has been updated and all invoices paid.

**(2.4.5)** Arts Council Wales grant should be spent in accordance with the Terms and Conditions of the grant offer letter.

**Progress to date/Agreed and updated actions** - *Invoices were paid from the delegated budget. Now mandate is updated for unofficial funds the money has been moved.*

**(2.6.1)** Bank reconciliations should be reviewed by someone other than the member of staff who has completed the reconciliation. The person reviewing should sign the Bank Reconciliation documents as evidence of the review.

**Progress to date/Agreed and updated actions** - Monthly reconciliation now takes place. This is checked by the acting head using the local authority pro forma.

**(2.7.1)** An official order should be raised in advance for all expenditure to ensure that the expenditure is duly authorised and committed promptly to the cost centre. Non-order payments should be restricted to utilities invoices and supply teaching costs only.

**Progress to date/Agreed and updated actions** - Action fully completed.

**(2.7.5)** The Cheque Stock Record should be signed by an authorised signatory each time cheques are issued and used.

**Progress to date/Agreed and updated actions** - Cheque stock record introduced and being used from October 2023.

## **2. Integrated Assessment Implications**

2.1 There are no equality and engagement implications associated with this report.

## **3. Financial Implications**

3.1 There are no financial implications with this report.

## **4. Legal Implications**

4.1 There are no legal implications with this report.

**Background Papers:** None.

### **Appendices:**

**Appendix A** Clydach Primary School – Reviewed Management Action Plan

**CITY AND COUNTY OF SWANSEA**  
**AUDIT REPORT ACTION PLAN – UPDATE**  
**EDUCATION: Clydach Primary School 2023 (Reviewed October 2023)**

REPORT REF	RECOMMENDATION	CLASS (HR; MR; LR; GP)	AGREED ACTION/ COMMENTS	RESPONSIBILITY FOR IMPLEMENTATION	IMPLEMENTATION DATE	Review commentary October 2023	Progress RAG Review
2.1.2	The extent of delegation of powers to the Head teacher should be approved annually by the Governing Body.	LR	To be completed as part of the Business meeting in the Autumn term 2023	CoG	By Dec 23	This action was completed at the Annual General Meeting of the governing body on 2 October 2023.	
2.1.3	The Authorised Signatory Form for Payroll should be completed and the Chair of Governors should be included on the Form.	LR	To be completed by Interim HT before her return to PPS.	Interim HT	End of Summer term 23	The authorised signatory form was updated on 24 May 2023. This includes the chair of governors.	
2.1.4	A member of staff with administrative and financial responsibilities should be appointed as soon as possible.	MR	Due to Financial circumstances this will be reviewed again by the Finance and Staffing committee.	Interim HT / DHT / CoG	End of Summer term – to be reviewed half termly.	A temporary agency member of staff has been appointed. An advert has been sent to the local authority with a proposed start date of January 2024. Revision of budget to support this.	
2.3.1	Where invoices for educational visits are paid from the Delegated Budget, the income should be paid into this account.	LR	Ensure all Visit income is paid into Unofficial fund account.	TK / Supply Admin JC	To commence Sept 23	Payment for the Pendine residential 2023 was paid from the delegated budget and money raised was	

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						moved into the correct line via cheque payment from the unofficial school fund.	
2.4.1	All Unofficial Funds should be audited annually.	LR	Current Admin to ensure this is completed prior to the GB Business meeting in Autumn term 2023.	TK / Supply Admin JC / CoG	Autumn term 23	Audit undertaken by 2 independent persons October 2023.	
2.4.1	The Audit Certificate should record details of the bank balance as at the date of the audit.	LR	Agreed.	TK / Supply Admin JC	Autumn 23	Audit certificate filed.	
2.4.2	A management committee should be established, and Fund Constitution or Terms of Reference set out for all Unofficial Funds.	LR	Agreed.	Interim HT / DHT / CoG	Autumn 23	Terms of reference for the unofficial fund adopted 2 October 2023 at AGM.	
2.4.3	Receipts for all items of expenditure should be retained.	LR	Signing in and out system to be implemented for Petty cash.	TK / Supply Admin JC	Immediately	New system now fully in place – spot checks undertaken during audit.	
2.4.4	A bank mandate should be completed as a matter of urgency and all outstanding invoices paid.	MR	Ensure signatories for all school accounts are up to date.	DR	June 23	Bank mandate updated and invoices paid.	
2.4.5	Arts Council Wales grant should be spent in accordance with the Terms and Conditions of the grant offer letter.	MR	DHT to liaise with the Expressive Arts leader regarding	DR & JR	Autumn 23	Invoices were paid from the delegated budget. Now mandate is updated for unofficial	

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			expenditure or this grant.			funds the money has been moved.	
2.4.6	A monthly reconciliation of all Unofficial Funds should be completed and reviewed by an independent person, and evidence of the review should be recorded.	MR	Agreed.	TK / Supply Admin JC	June 23	Monthly reconciliation of unofficial funds now takes place. This is checked by the acting head.	
2.5.4	Staff arrears for school meal income should be cleared immediately.	LR	TK to e-mail staff regarding paying their debts.	TK	June 23	There are no staff meal arrears now.	
2.6.1	Bank reconciliations should be reviewed by someone other than the member of staff who has completed the reconciliation. The person reviewing should sign the Bank Reconciliation documents as evidence of the review.	MR	Agreed.	TK / Supply Admin JC	June 23	Monthly reconciliation now takes place. This is checked by the acting head using the local authority pro forma.	
2.7.1	An official order should be raised in advance for all expenditure to ensure that the expenditure is duly authorised and committed promptly to the cost centre. Non-order payments should be restricted to utilities invoices and supply teaching costs only. <i>(Previous audit recommendation.)</i>	MR	Ensure that all orders are placed on to the system prior to any orders actually being made so that the money is committed.	TK / Supply Admin JC	To commence Autumn term 23	Action completed.	

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2.7.2	<p>It should be ensured that proper insurance arrangements are in place and have been checked for any persons / companies used by the school to provide services / consultancy advice which have not been arranged via the Corporate Contract.</p> <p>E.g.</p> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> party insurance for all.</li> <li>• Professional indemnity for Consultants</li> <li>• Employers Liability for all where the Contractor employs anyone regardless of number or if they are full time.</li> <li>• Contractors 'All risk' for Building related services.</li> </ul> <p>Copies of insurance certificates and other relevant documentation should be retained as confirmation.</p>	LR	Agreed.	Interim HT / DHT / CoG	Autumn 23	Only two since the audit – Baby ballet and Zac Franks – both provided the documents required.	
2.7.3	<p>HMRC form IR35 should be completed. (<a href="https://www.gov.uk/guidance/check-employment-status-for-tax">https://www.gov.uk/guidance/check-employment-status-for-tax</a>).</p>	LR	DHT and TK to attend IR35 training.	DR / TK / Supply Admin JC	June 23	1 completed as required.	

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2.7.4 ii	A batch header form should be completed and signed for each cheque run.	LR	To be implemented immediately.	TK / Supply Admin JC	June 23	This happens at each cheque run signed by the admin and acting headteacher.	
2.7.4 iii	All invoices should be noted as received, checked and certified. This can either be done on each individual invoice or the new, approved batch header form can be used. <i>(Previous audit recommendation.)</i>	LR	To be implemented immediately.	TK / Supply Admin JC	June 23	Stamp purchased – all invoices are now checked, initialled and approved.	
2.7.5	The Cheque Stock Record should be signed by an authorised signatory each time cheques are issued and used.	MR	Agreed.	TK / Admin supply JC	By end of July 23	Cheque stock record introduced and being used from October 2023.  Confirmed no issues with cheque stock.	
2.7.6	Spoiled cheques should be recorded in the Cheque Stock Record. <i>(Previous audit recommendation.)</i>	LR	Agreed.	TK / Admin supply JC	By end of July	This happens – record of spoiled cheques in school.	
2.7.7	Petty Cash expenditure should be administered in accordance with Accounting Instruction No 6.	LR	Signing in and out system to be set up.	TK / Admin supply JC	June 23	Petty cash system in place and is in accordance with instructions.	



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2.8.1	Fire drills should be completed termly.	LR	Fire drills to be completed for both buildings – June 23	Interim HT / DR	June 23	Termly fire drills planned and taking place.	
2.9.1, 2.9.2	<p>Appropriate inventories should be maintained in accordance with Accounting Instruction No. 9. It should be ensured that:</p> <ul style="list-style-type: none"> <li>• Full descriptions are recorded inc. make, model &amp; serial number where item has not been centrally recorded with an asset reference number.</li> <li>• Entries are made upon receipt of items.</li> <li>• Inventory is physically verified annually, with an inventory certificate completed and signed.</li> <li>• Inventory checks should be recorded.</li> </ul> <p><b>(Previous audit recommendation.)</b></p>	MR	Inventories to be completed for both sites, including IT.	DR / TK	To commence June 23	Inventory with all required details undertaken.	
2.9.3	A Disposal Form should be completed for all items disposed of during the year.	LR	DR DHT to seek advice on this – to inform IT leader	DR	Autumn 23	Message shared with ICT lead on how to do this via ICT service desk.	
2.10.1	All users of the FMS system should change their passwords at least annually.	GP	Reminder to be given to all FMS users.	Interim HT / DR	June 23	Done (TK & JC) Summer 2023.	

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	<i>(Previous audit recommendation.)</i>						
2.10.2	Data protection registration with the Information Commissioner's office should be arranged immediately.	LR	Apply and complete Data protection registration immediately.	TK / Admin supply JC	June 23	Done – DR is registered – certificate in office.	
2.10.3	GDPR training should take place every two years.	LR	GDPR training to be organised for the Autumn term 23.	DR	Autumn 23	GDPR training was undertaken by staff and governors 26 September 2023.	