



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Mr Lindsay Harvey
Chief Education Officer
City & County of Swansea
Civic Centre
Swansea
SA1 3SN

5 August 2016

Dear Mr Harvey

Audit Committee – Portmead Primary School Audit

At the last meeting of the Audit Committee, the Chief Auditor presented a report showing the audits which had been finalised during the final quarter of 2015/16. The report highlighted any audits which had received a 'moderate' or 'limited' level of assurance and also identified the reasons why the audits received the negative level of assurance.

The Committee noted that the Portmead Primary School had received a moderate level of assurance and it was reported that at the previous audit the School had also received a moderate level of assurance.

The main issues which led to the School receiving a moderate level of assurance on this occasion were

- Bank signature list not updated to remove former Head and Clerk
- Errors identified in school meal records and no review by Head
- High levels of school meal income arrears
- Orders not raised for all purchases
- School Fund auditors not independent
- School Fund not audited annually
- No audit of staff savings account
- School not registered with Information Commissioner's Office

The Audit Committee were concerned that there appeared to be no improvement in the controls operating at Portmead Primary School since the previous audit in 2010/11 and asked me to write to you to say that the Committee expected to see a significant improvement in internal control as a result of the recent audit.

CHAIR OF AUDIT COMMITTEE / CADEIRYDD Y PWYLLGOR ARCHWILIO
ALAN THOMAS

C/O MEMBERS SUPPORT, CIVIC CENTRE, OYSTERMOUTH ROAD, SWANSEA, SA1 3SN
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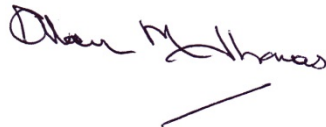
I understand that a follow up audit will be undertaken by the Internal Audit Section in the coming months to check that the agreed recommendations had been implemented within the agreed timescale. The results of the follow up audit will be reported to the Audit Committee where it is expected that substantial progress will have been made implementing the recommendations.

In the meantime, I would appreciate the opportunity to meet with you to discuss the issues arising from the recent audit ahead of the follow up visit.

The Audit Committee has previously been informed of the role of Challenge Advisers in schools and I would appreciate a discussion regarding the input of the Challenge Adviser at Portmead.

Please could you suggest an appropriate time to meet. My e-mail address is shown below or alternatively, please liaise with Paul Beynon (Chief Auditor) who can contact me to agree a date.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mr A Thomas', with a horizontal line underneath it.

Mr A Thomas
Chair, Audit Committee.

Cc Mrs L James, Vice Chair, Audit Committee
Mr B Roles, Head of Education Planning and Resources