

PINNER WOOD SCHOOL IMPROVEMENT PLAN 2018-19

Area: RESOURCES

Lead: Ophélie Barbet and Sailen Rampuria

Overall Objectives:

- To ensure the school complies with procedures and regulation for financial transactions, procurements and contracts
- To continue to review the chart of accounts and financial transactions
- To maintain the highest Health and safety standards at Pinner Wood School
- To generate additional funds through school premises and build this into the school's budget planning
- To ensure a 3-year income and expenditure strategy is in place and built into the school's budget
- To establish a risk register to improve visibility and monitoring of key risks
- To ensure the school data and systems are protected from IT security threats
- To comply with GDPR/Data Protection act 2018
- To have an established paperless office

Objectives	Actions	Timescales	Resources	Monitoring	Success Criteria
Ensure that the school complies with procedures and regulations for financial transactions, procurements and contracts	Review changes to procedures and regulations for financial transactions, procurements and contracts to understand how these impact the school	Review in preparation for each committee meeting	Advice from LA Finance team Services the Governing Body subscribes to, such as the Key and NGA	Impact of changes to procedures and regulation are assessed, action plan agreed and implementation is confirmed	Changes and their impact are reported to full GB
	Ensure changes are reflected in the school financial processes	When regulatory and procedural changes are introduced	Finance training provided by LA or NGA Learning Link Finance Manager		
	Review mandatory financial submissions	Aligned to school financial cycle		Committee reviews financial systems and prepares documents such	Mandatory financial documents are approved and submitted within timescales set by the LA

Objectives	Actions	Timescales	Resources	Monitoring	Success Criteria
				as SFVS	
Review the chart of accounts and financial transactions	Identify a resource who can provide financial assurance following committee chair departure Conduct detailed reviews of the chart of accounts with the Headteacher and school Finance Manager	December 2018 Twice termly	School chart of accounts Headteacher and school Finance Manager Advice from LA Finance team Services the Governing Body subscribes to, such as the Key and NGA	Findings from chart of accounts reviews are reported to committee and full GB Finance manager attends committee meetings to discuss report	Resource in place to undertake the financial assurance for SFVS, financial reporting School budget is approved by full GB
Continue to have the highest Health and Safety (H&S) standards at Pinner Wood School and ensure full compliance with legislation	Secure Safety Mark Accreditation Identify priorities for the school and make recommendations via the H&S Working Group On board new Site Manager Review H&S and emergency procedures, policies and assessments	April 2018 Termly review November 2018 Annually in September	To attend training where available To keep up to date with all regulations To ensure site managers and caretaker complete all necessary training through out the year.	Review priorities, progress and action plan via H&S Working Group Review outcome of H&S audits conducted by the site management team H&S working group minutes reviewed at committee	Health and Safety and emergency procedures, and policies are up to date Assessments are completed by the site management team, and remedial action (if any) undertaken/prioritised for action Mandatory training is completed by the site management team

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To generate additional funds through school premises and build this into the school's budget planning	<p>Investigate how other schools generate additional income</p> <p>Assess the ideas for financial viability and compliance with regulations</p> <p>Implement the ideas identified as top priority and monitor impact on school income</p>	<p>Termly</p> <p>Termly</p> <p>Termly</p>	<p>Other schools in the borough and third parties they work with</p> <p>Headteacher, School Site Manager and Finance manager</p>	<p>Income Generation working group meetings to validate the ideas, keep track of uptake and income generated</p> <p>Report to committee and full GB</p>	<p>Prioritised list of ideas is approved, with a plan to implement these and agreed timescales to complete.</p> <p>Additional income is recorded in the budget and supplements it.</p>
Have a 3-year income and expenditure strategy that is built into the school's budget	<p>Assess the impact of remuneration and pension contribution increases on the school budget</p> <p>Plan in the Site Manager's list of prioritised works including Den expansion</p>	<p>December 2018</p> <p>Termly</p>	<p>Information provided by the Government</p> <p>Input from Headteacher and Finance manager</p> <p>Input from Site Manager</p>	<p>Report to committee and full GB with recommendations to be approved</p>	<p>Prioritised list of works required is approved, with a plan to fund these and agreed timescales to complete</p> <p>The school has the necessary funds to provide ongoing maintenance and to purchase</p>

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					required assets.
Establish a risk register	<p>Setup and populate the risk register in collaboration with the school Senior Leadership Team</p> <p>Establish the processes to maintain and review the register</p> <p>Implement process to report risk and changes to register to the Full Governing Body</p>	<p>January 2019</p> <p>January 2019</p> <p>March 2019</p>	<p>Services the GB subscribes to e.g. The Key, NGA etc.</p> <p>Senior Leadership team</p> <p>Governors</p>	<p>Working group to agree the format, populate the Register and agree ownership</p> <p>Risk register is a new agenda item on the Resources Committee</p> <p>High risk areas are discussed at committee and full GB</p>	<p>Risk register is created and maintained</p> <p>Risk register is monitored by the Resources committee</p> <p>Risk management and mitigation plans are in place</p>
Ensure the school data and systems are protected from IT security threats	Review of IT Security position, risk areas and remedial action	March 2019	<p>Headteacher, Teacher in charge of ICT, third party supporting school IT systems</p> <p>Services the GB subscribes to e.g. The Key, NGA etc.</p>	Report on findings of IT Security position to committee meeting	Security measures to keep IT systems safe are in place
Comply with GDPR / Data Protection Act 2018	<p>Define the format and content of an annual GDPR report</p> <p>Introduce a school visit to review adherence to GDPR principles and associated processes and include GDPR-</p>	<p>March 2019</p> <p>April 2019</p>	<p>Headteacher</p> <p>Data Protection Officer</p> <p>Services the GB subscribes to e.g. The Key, NGA etc.</p>	<p>Issue annual GDPR report to committee and full GB</p> <p>Compliance with GDPR/ Data Protection Act 2018 is monitored via school visit</p>	School policies, training and ways of working demonstrate adherence to GDPR/Data Protection act 2018

Objectives	Actions	Timescales	Resources	Monitoring	Success Criteria
	related questions to existing school visits				
To have a paperless office, to remove cash payments, and move away from paper forms documentation	<p>Continue rollout of ParentPay to pay for all school services</p> <p>Implement a solution to centrally store and access digitally all Governing Body documentation</p>	<p>December 2018</p> <p>July 2019</p>	<p>Services the GB subscribes to e.g. The Key, NGA etc.</p> <p>What other schools / organisations are doing</p> <p>School IT Providers suggestions and roadmap</p>	Report to committee and full GB	<p>ParentPay rollout completed for school meals and all school payments e.g trips, uniforms, Den</p> <p>Governing Body documentation including agendas, minutes and other documents are security stored and can be accessed remotely</p>