



**Badger Hill Primary School**  
**City of York Council**  
**Internal Audit Report 2014/15**

Business Unit: Primary Schools  
Headteacher: Andrea Hall  
Date Issued: 20<sup>th</sup> January 2015  
Status: Final  
Reference: 15602/002

	P3	P2	P1
<b>Findings</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>Overall Audit Opinion</b>	<b>High Assurance</b>		

# Summary and Overall Conclusions

## Introduction

This audit was carried out on 6th and 7th November 2014 as part of the Internal Audit plan for Children's Services, Education and Skills for 2014/15.

## Objectives and Scope of the Audit

The purpose of this audit is to provide advice to the Governors, Head Teacher and the Authority's Section 151 Officer about the financial management procedures and assurance that internal controls of the school are operating effectively to manage key risks, both financial and otherwise.

The audit covered the following areas in accordance with the specification issued on 16th September 2014:

- Governance;
- Financial Management;
- System Reconciliation;
- Petty Cash
- Contracts – Ordering, Purchasing and Authorisation;
- Income;
- Capital and Property;
- Additional School Activity Provision;
- Human Resources;
- Payroll;
- School Meals;
- Pupil Numbers;
- Voluntary Funds Monitoring Arrangements;
- Data Protection and Information Technology;
- Insurance and Risk Management;
- Joint Use Facilities;
- Inventory Records;
- Security; and

- Safeguarding Arrangements.

### **Key Findings**

The key findings of the audit relate to school policies, the publication scheme and the governing document for the school fund.

### **Overall Conclusions**

It was found that the arrangements for managing risk were very good. An effective control environment appears to be in operation. Our overall opinion of the controls within the system at the time of the audit was that they provided High Assurance.

**Area Reviewed: Governance**

**Severity**   
**Probability** 

**1 Issue/ Control Weakness Risk**

Policies are not signed when they are adopted by the school.

It may not be clear which versions of policies were adopted, which could lead to inconsistencies.

**Findings**

While policies are minuted as having been reviewed, the actual copies of the policies that have been reviewed by the Governing Body are not signed.

**Recommendation**

When policies are adopted, a copy should be signed by the Chair of Governors and retained on file.

**1.1 Agreed Action**

The policies will be signed by the Chair of Governors at the point of adoption and retained on file.

<b>Priority</b>	3
<b>Responsible Officer</b>	Head
<b>Timescale</b>	Completed

**Area Reviewed: Human Resources**



**2 Issue/ Control Weakness Risk**

Evidence of Right to Work in the UK and DBS checks were missing for one member of staff.

Unsuitable staff may be employed at the school and the school may be unable to demonstrate compliance with section 8 of the Asylum and Immigration Act 1996 which may result in fines of up to £10,000.

**Findings**

For one recent new starter insufficient evidence was on file to confirm that Right to Work in the UK and DBS checks had been undertaken in his position as a member of staff, although a DBS check had been undertaken when he previously worked in the school as a volunteer.

**Recommendation**

The school should ensure that appropriate documents have been used to confirm the Right to work in the UK and that a DBS check has been completed for the member of staff highlighted at the audit. Evidence to confirm all checks have been completed should be retained on file for all members of staff in the future.

**2.1 Agreed Action**

The school will ensure that the guidance for confirming the Right to Work in the UK will be followed exactly and evidence retained on the school file as well as being forwarded to HR.

A second DBS check had been completed for the member of staff in question but due to an oversight a DBS1 form had not been completed. The DBS1 form confirming receipt of Enhanced clearance has now been forwarded to HR and particular attention will be paid in future when volunteers are being employed.

<b>Priority</b>	2
<b>Responsible Officer</b>	Finance & Administrative Officer
<b>Timescale</b>	Completed

**Area Reviewed: Data Protection**

**Severity**   
**Probability** 

<b>3</b>	<b>Issue/ Control Weakness</b>	<b>Risk</b>
	The Freedom of Information Model Publication Scheme at the school was last reviewed in 2011.	The school may not be complying fully with the requirements under the Data Protection Act (DPA), Environmental Regulations (EIR) and Freedom of Information Act (FOIA) and statutory requirements may be breached.

**Findings**

The publication scheme is due for review as it was last reviewed in 2011.

**Recommendation**

The Information Commissioners Model Publication Scheme for Schools including the guide to information can be obtained from the ICO website. The scheme should be adopted in full, unedited and promoted alongside the guide to information. The approved Publication Scheme and guide to information schedule should be made available to parents e.g. published on the schools website.

**3.1 Agreed Action**

The Model Publication Scheme and Definition document were presented to the Finance Committee on 15/1/15 and adopted.

<b>Priority</b>	3
<b>Responsible Officer</b>	Head
<b>Timescale</b>	Completed

## Audit Opinions and Priorities for Actions

Audit Opinions	
<p>Audit work is based on sampling transactions to test the operation of systems. It cannot guarantee the elimination of fraud or error. Our opinion is based on the risks we identify at the time of the audit.</p> <p>Our overall audit opinion is based on 5 grades of opinion, as set out below.</p>	
Opinion	Assessment of internal control
High Assurance	Overall, very good management of risk. An effective control environment appears to be in operation.
Substantial Assurance	Overall, good management of risk with few weaknesses identified. An effective control environment is in operation but there is scope for further improvement in the areas identified.
Moderate assurance	Overall, satisfactory management of risk with a number of weaknesses identified. An acceptable control environment is in operation but there are a number of improvements that could be made.
Limited Assurance	Overall, poor management of risk with significant control weaknesses in key areas and major improvements required before an effective control environment will be in operation.
No Assurance	Overall, there is a fundamental failure in control and risks are not being effectively managed. A number of key areas require substantial improvement to protect the system from error and abuse.

Priorities for Actions	
Priority 1	A fundamental system weakness, which presents unacceptable risk to the system objectives and requires urgent attention by management.
Priority 2	A significant system weakness, whose impact or frequency presents risks to the system objectives, which needs to be addressed by management.
Priority 3	The system objectives are not exposed to significant risk, but the issue merits attention by management.