



Bishopthorpe Infant School

City of York Council

Internal Audit Report 2015/16

Business Unit: Primary Schools:
Headteacher: Miss J Langley
Date Issued: 9th May 2016
Status: Final
Reference: 15603/003

	P1	P2	P3
Actions	0	0	3
Overall Audit Opinion	High Assurance		

Summary and Overall Conclusions

Introduction

The audit was carried out on Tuesday 8th and Wednesday 9th March as part of the Internal Audit plan for Children's Services, Education and Skills for 2015/16. Schools are audited in accordance with a detailed risk assessment.

Objectives and Scope of the Audit

The purpose of this audit was 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 21st January 2016 :

- Governance and Financial Management
- System Reconciliation
- Banking Arrangements
- Contracts, Purchasing and Authorisation
- Income
- Capital and Property
- Extended Schools Provision
- Human Resources
- Payroll and Staff Costs
- School Meals
- Pupil Numbers
- School Fund
- Data Protection and Information technology
- Insurance and Risk Management
- Inventories
- Safeguarding

Key Findings

Systems within the school are operating well. The school has faced challenges this year with the implementation of the new CYC finance system and significant effort has been put into working around these to ensure that the finances are well managed even when it was not possible to undertake all the standard financial procedures.

The findings in the report relate to Safer Recruitment training, Free Meals for staff and the publication scheme.

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.

1 Human Resources

Issue/Control Weakness

The Head has not undertaken safer recruitment training

Risk

Safer recruitment practices may not be followed

Findings

The Head has not yet undertaken safer recruitment training due to a lack of availability. Safer recruitment training is important to help ensure that inappropriate persons are not employed.

Recommendation

The Head should undertake safer recruitment training as soon as possible

Agreed Action 1.1

Agreed

Priority

3

Responsible Officer

Head

Timescale

30.6.16

2 School Meals

Issue/Control Weakness

Some members of staff receive free school meals. As this is not universal provision this may be classed as a benefit in kind and have tax implications as well as the provision having a financial cost for the school.

Risk

The school may be incurring unnecessary expenses

Findings

The school currently allows free school meals for some MSA's. The provision of a free school meal to staff is not a contractual requirement, has an impact on the budget and may have tax implications.

Recommendation

Governors should consider whether they should continue to provide free school meals to some staff and the cost implications of doing so. HR should be contacted to ensure any tax implications are correctly addressed for any staff receiving benefits in kind.

Agreed Action 2.1

Agreed

Priority

3

Responsible Officer

Head, BM, CoG

Timescale

September 2016

3 Data Protection

Issue/Control Weakness

The publication scheme adopted by the school has not been subject to review.

Risk

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

Although the school has adopted the Information Commissioners model publication scheme, it is now due for review

Recommendation

The latest 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 eg published on the schools website.

Agreed Action 3.1

Agreed

Priority

3

Responsible Officer

Head, CoG

Timescale

30.4.16

Audit Opinions and Priorities for Actions

Audit Opinions

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.

Our overall audit opinion is based on 5 grades of opinion, as set out below.

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.
Reasonable 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.

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