

Our Ref: LMS Doc 2015/25
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Enquiries to: Schools' Accountancy Team
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To: Headteachers and Chairs of Governors of maintained schools and PRUs

LMS Document No. 2015/25

Dear colleagues

Value for Money and the 2015-16 Record of Financial Responsibility (RoFR)

I am writing to remind schools that the annual review of the governors' Record of Financial Responsibility is due this term.

Governing bodies/management committees are responsible for making decisions regarding how to secure better value for money and the delegation arrangements for procurement in schools/PRUs. This requires governors to act in the best interests of the school in line with the [Nolan Committee's Seven Principles of Public Life](#) and they should be prepared to be held to account by parents and the wider public.

Minutes of governor meetings should accurately reflect the discussions and decisions relating to securing value for money for the school. It is essential that the school retains all related documents to demonstrate that the school and governor actions have been to safeguard public funds and in the best interests of the pupils. Schools are also advised to comply with advice given by the Local Authority's Procurement Service.

Changes for 2015-16:

The [2015-16 RoFR](#) has been updated to include:

- Changes in tendering and quotation limits (*page 2*)
- A reminder that assurances are required by Lloyds before anyone, other than SCC* employees, can act as signatories to the school budget share bank account (*page 3*)
- A reminder that only SCC* employees are permitted to be signatories for delegated budget payment cards (*page 3*)
- The addition of PCI DSS sections to enable schools to record delegation arrangements for compliance checks on 3rd-party organisations (such as ParentPay), and the completion of the PCI DSS Self-Assessment Questionnaire B (*page 4*)

**or governing body for aided/foundation schools – i.e. only staff who are paid directly through the school's payroll*

For Action:

The annual review of the Record of Financial Responsibility (RoFR) is due this term:

- The governors should revise and agree their RoFR using the template which is available to download from Suffolk Learning

- The generic template should be amended to reflect the individual circumstances of your school or PRU where appropriate. For example Pupil Referral Units may wish to replace 'governor' with 'member of the management committee'
- The school's Finance Policy may also need revising as it needs to be consistent with the RoFR
- Approval of the RoFR cannot be delegated to an individual or committee
- All sections of the RoFR must be completed, boxes should not be left blank
- The RoFR may need to be reviewed in advance of the next annual review to take account of changes in circumstance such as the appointment of a less experienced Headteacher

In some schools the Autumn Term agenda will have been finalised or the meeting may have already taken place; in these circumstances the RoFR should be an agenda item at the next scheduled meeting of the full governing body.

A series of [RoFR FAQs](#) are available on [Suffolk Learning](#) to assist schools and governors to complete the RoFR.

Contact details for RoFR queries:

Please do not hesitate to contact the Schools Accountancy Team (SAT) by phone 01473 265626 or via email at sat@suffolk.gov.uk if you have any queries regarding the 2015-16 RoFR template or FAQs.

Yours sincerely

Carole Murton
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