

Date: 12/09/2018  
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To: Headteachers and Chairs of Governors of maintained schools and PRUs

**LMS Document  
No. 2018/05**

Dear colleagues

### **Value for Money and the 2018-19 Record of Financial Responsibility (RoFR)**

I am writing to remind schools that the annual review of the governors' Record of Financial Responsibility is due in the autumn term, as it is every year.

Governing bodies and 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.

#### 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 by phone 01473 265626 or via email at [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk) if you have any queries regarding the 2018-19 RoFR template or FAQs.

Yours sincerely



**Michael Quinton**  
**Senior Service Accountant**