

HINCHINGBROOKE SCHOOL - FMSIS

LEADERSHIP & GOVERNANCE EVIDENCE

	Assessment Criteria	Evidence Description	Ref
1.1	A	<ul style="list-style-type: none"> • Statement of roles and responsibilities of : <ul style="list-style-type: none"> ○ Headteacher, Business Manager, Budget Reviewers and Budget Holders ○ Structure Chart ○ List of Resource Governors – Minutes of Meeting dated 8/11/07 ○ Governor Resources Committee Terms of Reference 	1 2 3 4
	B	<ul style="list-style-type: none"> • Terms of Reference • Head teacher Job Description • Business Manager Job Description 	4 5 6
	C	<ul style="list-style-type: none"> • Minutes of Meeting dated 29/1/07 • Example of Purchase Order 	7 8
	D	Not applicable	
	E	Induction Policy & Pack	9
	F	Minutes of Meeting dated 19/3/07	10
1.2	A	Minutes of Meeting dated 9/5/07	11
		Minutes of Governor Minutes	12
	B	New Timetable of Meeting dates (Strategy Minutes)	13
	C	Minutes of Meeting dated 24/9/07 (Specialism budget reporting)	14
		E-mail to PB requesting budget information	15
	D	Schedule of Meetings	16
	E	Minutes of Meeting dated 20/1/07 (refer to item 5)	7
	F	As above.	
1.3	A	Current Budget (07-08) LA Toolkit	17
	B	Approved Budget Papers Minutes of Meeting dated 9/5/07 Minutes of Full Governors	11
	C	Minutes of Meeting	11
	D	Current Budget against BCR reports	18
	F	LG Minutes dated 17/9/07	19
	G	LG Minutes	19
	H	Budget reviewer holder guidelines E-mail to staff reminding them of procurement procedures	20
1.4	A	Minutes of Meeting dated 24/9/07	21
	B	Minutes of Meeting dated 8/11/07	22
	C	Completed Form	23
	D	As above	

	E	As above	
	F		
1.5	A	Register of interest forms	24
	B	Review	25
	C	Declare interest within Minutes dated 8/11/07	25
	D	Minutes of Meeting - FMSIS audit reference	25
	E	Whistle blowing policy	26
	F	Minutes of Meeting (Resources and Full Governors) Clerk of Governors Job Description	21/22
	G	Not applicable	

Completed By	J McCamphill	Position	School Business Manager	Date	
Agreed with Head Teacher	K Nancekievill	Signature		Date	
Agreed with Chair of Finance	I Bennett	Signature		Date	
Agreed with Chair of Governors	B Grindrod	Signature		Date	