



Monitoring Visit

Name and role of governor(s)	Helen Bye
Name and role of staff member(s)	Jon Bacon
Date and time of visit	18/05/2022 1.45pm
Type of Visit	Meeting
Purpose of visit <i>Make sure you focus on this agreed reason for the visit. Avoid getting distracted by other issues that haven't been agreed with the member of staff.</i>	To discuss Anti-Fraud Policy May 2022
Relevant school objective or priority if relevant	Systems of Control
Objective(s) for the visit	To monitor the implementation of the Anti- Fraud Policy
Document, Data and Policies referenced as part of this visit	<ul style="list-style-type: none"> Fraud Policy
Summary of visit activities	Meeting with Headteacher
Key questions to explore	1. Has school implemented the Anti - Fraud Policy effectively?

What is the school doing within this area of focus?
<p>Appendix A - Fraud Policy Checklist</p> <p>All actions in the appendix were discussed to see how school was implementing them and to identify any areas for development and areas for future monitoring.</p> <p>Action 1: All actions carried out Action 2: All actions carried out Action 3: Currently, Headteacher is the budget holder with sole responsibility for all areas. Budget holders are likely to be introduced in 2023/4 budget year with the introduction of faculty leads for subject coherence. This will then be an area for monitoring in more depth. Action 4: SCR checks are done by Governors already and school has robust safer recruitment procedures and Governors are always invited onto panels. I will undertake a deeper dive on personnel documents with SBM to quality assure the process of collecting in identification and documentation when recruitment happens with a focus on rigour of checking documents are original.</p>



Action 5: I will check employment contracts reference the Anti-Fraud Policy with SBM on next visit.

Action 6: Disciplinary procedures are in place with Governor involvement.

Action 7: Staff handbooks are updated yearly, reference to any new policies will be updated in September 2022

Action 8: Induction policy will introduce the Anti-Fraud policy from September 2022, this will be monitored in the new academic year.

Action 9: Chair of Governors to share Anti- Fraud Policy with any new Governors.

Action 10: Induction process for new staff includes the information that they are not to accept personal gifts and should inform Headteacher if they are offered anything that makes them feel they are being compromised or uncomfortable.

How do you know the school's actions are having an impact?

Rigorous financial monitoring is in place and LA audits show that school complies with all statutory requirements and financial procedures.

What successes stood out and why?

The Anti-Fraud Policy is already embedded into school processes and procedures. There is a school culture where staff know their responsibilities around fraud and whistleblowing.



Questions and clarifications to follow up with the headteacher or chair of governors.

none

Impact assessment

(Consider the impact or outcome of your visit. This may be, for example, that you are able to verify first-hand the way the school works, or have better understanding of something, or met new members of staff, or represented the GB at an event)

I was able to test out the policy and I have some actions that can be monitored at future visits.