



# Layfield Primary School

## **Best Value Statement**

October, 2017

**Review date:** October, 2018

1. Layfield Primary School actively seeks best value for its stakeholders in all that it does and uses the Audit Commission's website to check its financial procedures are as efficient and effective as possible. The four principles of **challenge, comparison, consultation** and **competition** are embedded in the following practice. Reference is made to the publication 'Keeping Your Balances' and The LA's Policy for the Financial Administration for Schools has been adopted and is reviewed annually.
2. **The School Improvement Plan** outlines the school's priorities and provides information linked to the **challenging** targets agreed by staff following **comparison** of the school's performance data against that of schools nationally and against schools in similar circumstances. **Consultation** is central to the process and involves a series of management team and staff meetings where the information is discussed and a summary of the findings put to other stakeholders for their viewpoints. In addition, reports relating to Standards, Leadership and Management and Teaching and Learning are routinely presented to the Governing Body and Staff as part of the school's self review cycle.
3. **The school's budget share** under LMS and its allocations from Standard funds and direct grants from government/local governments are all taken account of when preparing the spending proposals which are put to governors. So too is any projected useable surplus and plans for its use.
  - 3.1 Once decisions are made, **targets and responsibilities are agreed** for the school as a whole and accountabilities for monitoring and evaluating progress towards these delegated to the appropriate people. **The headteacher reports termly** to the Governing Body through the finance and staffing committee on spending against the budget plan and progress within the SIP. Within-year adjustments are always with the approval of the appropriate committee and fall within the agreed delegation regulations appropriate to the committee.
4. **The school's staff** is its most valuable resource and accounts for over 80% of the budget share. Effective deployment of staff is therefore a crucial consideration. Each year the strengths and weaknesses amongst the staff as a whole determine how individuals are allocated to teams, year groups and classes, with the aim being to forge working partnerships that will benefit school most. Individual **teachers agree challenging performance / appraisal objectives** for the year **in consultation with their team leaders**, based on what is known about previous performances of the teacher and the class and the identified priorities of the school.
5. **Support staff** are deployed flexibly by members of the school's management team, who also have responsibility for their training, to maximise *their contribution to the raising of standards* throughout school. The school's investment in teaching assistants **enables the implementation of initiatives**, national and local, **to drive up standards in literacy and numeracy**.
6. **Best value is considered** when buying materials and equipment needed to resource improvement plans and when contracting firms to carry out repairs and maintenance and/or planned building works. When ordering goods, members of staff are expected to search the various catalogues and suppliers in order to **compare prices and quality**. However, in some cases the cheapest option is not always viewed as the best option following a review of such factors as past purchasing history, product delivery, company reliability and quality of product. Where there is 'difficulty' finding what is wanted or needed, the LA's purchasing department is asked for guidance and wherever the LA has negotiated **competitive prices** for commodities we use, we take full advantage.

7. In cases of repairs and/or building improvements full use is made of the Local Authorities technical officers, with whom we have a **service level agreement**. They obtain **competitive quotes** on our behalf from contractors guaranteed to have the necessary expertise and insurance cover and they monitor the quality of any job carried out for us to ensure good value for money is obtained. Three quotes are obtained for large purchases in excess of £3k.
  
8. The annual **Schools Financial Value Statement (SFVS)** identifies any weaknesses in our practice and recommendations made are acted on. Now we also have access at any time to the **Audit Commission's website** for schools and can judge our standards against **national examples of good practice**.