

Governance Statement

Scope of Responsibility

As governors, we acknowledge we have overall responsibility for ensuring that The Bedford and Kempston Free School Limited has an effective and appropriate system of control, financial and otherwise. However such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can provide only reasonable and not absolute assurance against material misstatement or loss.

The board of governors has delegated the day-to-day responsibility to the Principal, as Accounting Officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between The Bedford and Kempston Free School Limited and the Secretary of State for Education. They are also responsible for reporting to the board of governors any material weaknesses or breakdowns in internal control.

Governance

The information on governance included here supplements that described in the Governors' report and in the Governors' responsibilities statement. The board of governors has formally met 5 times during the year. Attendance during the year at meetings of the board of governors was as follows:

Governor	Meetings attended	Out of a possible
M Barnes *	5	5
M R Buddle *	1	2
Y Dallas	2	2
L J Godden	4	5
R D Hamilton	1	2
M P Hartis, Chair of Human Resources, Health and Safety Committee	2	2
D A Hill, Vice Chair of Governors Chair Teaching and Learning Committee	4	5
P A Jones *, Chair of Finance and Estates Committee	2	2
M Pompa *	2	2
I M Pryce	2	2
S Sohanpal	0	0
R N Syson *, Chair of Governors	4	5
M G Lehair (MA Cantab) *	5	5
L A Longworth	3	4
A Sinkinson	3	4
J Singh	1	1
C Coulter	2	3
A Green *, Chair of Staffing and Resources Committee	3	3
J Morey	2	3
A J Briscoe	3	3

Governance reviews:

The Governors intend to carry out a self evaluation of their effectiveness in the coming year.

Governance Statement (continued)

Staffing and Resources committee

During the year the Finance and Estates and Human Resources, Health and Safety committees were merged to form the Staffing and Resources committee. This committee meets at least three times a year and is responsible for monitoring the school's finances including capital expenditure, human resources and the general operational activities of the school including premises, ICT infrastructure and health and safety. It advises the Full Governing Body on the school's solvency and safeguarding of assets; the school's budget, capital expenditure and debt write offs as well as on all staffing issues and health and safety. They are also involved in the development of the school's strategic plan and development of policies.

Attendance at meetings in the year was as follows:

Governor	Meetings attended	Out of a possible
M Barnes	6	6
P Jones	2	3
M G Lehair	4	6
M Pompa	1	2
N Syson	5	6
M Buddle	1	2
L Godden	3	6
M Harris	0	2
A Green	2	2

The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of school policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in The Bedford and Kempston Free School Limited for the year 1 September 2013 to 31 August 2014 and up to the date of approval of the annual report and financial statements.

Capacity to Handle Risk

The board of governors has reviewed the key risks to which the school is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The board of governors is of the view that there is a formal ongoing process for identifying, evaluating and managing the school's significant risks, that has been in place for the year 1 September 2013 to 31 August 2014 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the board of governors.

The Risk and Control Framework

The school's system of internal financial control is based on a framework of regular management information and administrative procedures including the segregation of duties and a system of delegation and accountability. In particular, it includes:

- comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the board of governors;
- regular reviews by the Finance and Estates Committee of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes;

Governance Statement (continued)

- setting targets to measure financial and other performance;
- clearly defined purchasing (asset purchase or capital investment) guidelines.
- delegation of authority and segregation of duties;
- identification and management of risks.

The board of governors has considered the need for a specific internal audit function and has decided not to appoint an internal auditor. However, the Governors have appointed D Hill, a Governor, as Responsible Officer (RO).

The Responsible Officer's role includes giving advice on financial matters and performing a range of checks on the school's financial systems. On a quarterly basis, the Responsible Officer reports to the board of governors on the operation of the systems of control and on the discharge of the board of governors' financial responsibilities.

Review of Effectiveness


As Accounting Officer, the Principal has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

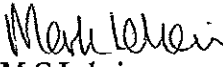
- the work of the Responsible Officer;
- the work of the external auditor;
- the financial management and governance self-assessment process;
- the work of the executive managers within the school who have responsibility for the development and maintenance of the internal control framework.

The Accounting Officer has been advised of the implications of the result of their review of the system of internal control by the Finance and Estates Committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

Approved by order of the members of the board of governors on Remove override --->
signed on its behalf, by:

and


R N Syson
Chair of Governors


M G Lehair
Accounting Officer