

INFORMATION PAPER



Statutory Guidance: Checklist for new school business leaders

This information is aimed at new or aspiring school business leaders, and those who have recently or will be changing roles or moving between education organisations. It provides a list of key statutory information available from outside of your organisation. This is not an exhaustive list, but does cover many of the key areas.

	All schools	Maintained	Academy	Special/AP	Comments
Keeping Children Safe in Education (KCSIE) guidance	✓	✓	✓	✓	Guidance covering safeguarding and safer recruitment
School and College Funding					Guidance on school and college funding and finance. Including the various revenue and capital streams.
National Funding Formula (NFF) proposals	✓	✓	✓	✓	
Academies Financial Returns			✓		<p>The ESFA provides a list of the financial returns that academies are required to submit to the ESFA including the SRMSAT, BFR, LBCT, accounts return, financial statements and land and buildings valuation return).</p> <p>Academies must ensure accounts are also sent to Companies House, usually by 31 May of the year following the end of the financial year.</p> <p>Academies are required to have a Teachers' Pensions End of Year Certificate (EOYC), the deadline is usually in May. The audited EOYC is usually required by the end of September the same year.</p>

Academies Financial Handbook (AFH)			✓		Essential guide to financial management in academy schools. The guidance is updated each year and usually published in June, ready for use in September (ie AFH 2019 relates to financial year 2019-20).
Academy Accounts Direction (AAD)			✓		Detailed guidance for academy trusts and auditors on preparing and auditing academy trusts' annual financial statements
School resource management self-assessment tool (SRMSAT)			✓		A tool designed to reassure trusts they are managing resources effectively and identify any adjustments they need to make.
Risk Protection Assurance (RPA) Scheme		✓	✓		Information on the risk protection arrangement, which is an alternative to commercial insurance for academy trusts and maintained schools. Ensure to check areas not covered in full or sufficiently for your school or trusts risk indicators.
Good Estate Management (GEMS)	✓	✓	✓	✓	Tools to help ensure your organisation has the right skills, processes, and policies in place.
Land and buildings collection tool (LBCT)			✓		A guide to help academy trusts and diocesan users submit their land and buildings collection tool to the ESFA
Schools Financial Value Standard (SFVS)		✓			Helps schools and local authorities meet basic standards for good financial health and resource management. It requires governing bodies to complete a data dashboard and checklist, which is submitted to the local authority.
Statutory Policies Guidance	✓	✓	✓	✓	Guidance on the policies and documents which governing bodies and proprietors of schools must have.
Condition Data Collection (CDC)					Every five years.
Ofsted's Education Inspection Framework	✓	✓	✓	✓	Introduced September 2019

Schemes for financing schools		✓			Statutory guidance for local authorities on producing and amending school financing schemes.
School Census Guidance	✓	✓	✓	✓	Guidance for schools and local authorities on what data is needed and how to submit it.
ISBL School Business Leadership Professional Standards	✓	✓	✓	✓	Sets out the six main disciplines of school business leadership, along with six principal behaviours required to be effective in the school business profession.
Home to school transport -Free Help with home to school transport	✓	✓	✓	✓	Information on the statutory guidelines for parents and carers on school transport entitlement for children aged 5 to 16.
Pay and conditions: School teachers' pay and conditions document NJC Green Book The School Staffing (England) Regulations 2009 The School Staffing (England) (Amendment) Regulations 2012	✓	✓	✓	✓	Teachers pay and conditions of service in community schools are governed by the STPCD and Burgundy Book. Academies and Independent Schools are free to set their own terms and conditions of service.
School Business Professional Networks Database	✓	✓	✓	✓	Sign up for updates
ESFA newsletter					Sign up for updates
Education for children with health needs who cannot attend school	✓	✓	✓	✓	Statutory guidance for local authorities and departmental advice for others ensuring children with health needs receive education.

Supporting pupils with medical conditions at school	✓	✓	✓	✓	Statutory guidance about the support that pupils with medical conditions should receive at school.
Schools Forum guidance	✓	✓	✓	✓	Check individual local authority websites for forum details
Governance: Understanding your data: a guide for school governors and academy trustees Governance handbook and competency framework Schools resource management: top 10 planning checks	✓	✓	✓	✓	Guidance on the roles and duties of governing boards, and advice on the skills, knowledge and behaviours they need to be effective.
General Data Protection Regulation (GDPR)	✓	✓	✓	✓	GDPR requirements set out requirements for how organisations including schools handle personal data.
Data Protection	✓	✓	✓	✓	Guidance to support schools with data protection activity, including compliance with the General Data Protection Regulation (GDPR).
Schools website compliance		✓			Guide to what maintained schools must publish online
Health and Safety	✓	✓	✓	✓	Guidance on managing the significant risks in schools for pupils and staff, including school trips, asbestos and managing incidents.

Additional resources

School Business Manager's Handbook by Hayley Dunn (John Catt Ltd, 2018)

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