



DERBY CITY COUNCIL

**AUDIT AND ACCOUNTS  
COMMITTEE  
7 DECEMBER 2006**

# ITEM 7

Report of the Corporate Director  
of Children and Young People

## AUDIT REPORTS – Cavendish Close Junior School

### RECOMMENDATION

- 1.1 To note the reports.

### SUPPORTING INFORMATION

- 2.1 Internal audit undertook an investigation following concerns expressed by the Children and Young People's Department over procedures followed by Cavendish Close Junior School in accessing devolved capital funding. Audit subsequently produced a report on the system weaknesses identified during the investigation.
- 2.2 Appendix 2 is a report from Keith Howkins, Senior Head of Service in the Children and Young People's Department, which briefs members on the actions taken since the publication of the audit reports.
- 2.3 From the information provided by the school, I am satisfied that appropriate progress has been made to address those issues raised.

**For more information contact:** Keith Howkins, Senior Head of Service, Children and Young People.  
01332 716872; keith.howkins@derby.gov.uk

**Background papers:** Final Internal Audit Reports

**List of appendices:** Appendix 1 – Implications

Appendix 2 – Report from Senior Head of Service, Children and Young People

<b>IMPLICATIONS</b>
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**Financial**

1. None directly arising.

**Legal**

2. None directly arising.

**Personnel**

3. None directly arising.

**Equalities impact**

4. None directly arising.

**Corporate objectives and priorities for change**

5. None directly arising.

**Cavendish Close Junior School**  
**Report of Keith Howkins, Senior Head of Service, Children and Young**  
**People's Department**

The investigation focused on the processes followed by the school in undertaking the replacement of the floor in the ICT room, funded by devolved capital. The key findings of the reports were that three written quotes had not been obtained as required by the Council's financial procedure rules, a written order was not placed, it was unclear whether suitable professional advice had been sought by the school, it was unclear whether governors had been provided with sufficient information and the application for accessing devolved capital funding had been submitted after the work had been undertaken.

The work was undertaken in summer term 2006, when the school still had an acting headteacher following the secondment of the substantive head to a central post within the authority. A new headteacher started in September 2006 and has undergone the usual induction procedures within the authority. This included the contract procedure rules within the Scheme for Funding Schools. He was previously a headteacher in another authority, so has substantial experience of these issues. The Chair of Governors has discussed the recommendations with the new head and agreed an action plan for implementation. This includes ensuring that the headteacher's induction covers all the necessary guidance, reviewing the school's scheme of delegation and appropriate governor training. They are confident that most aspects can be completed by the end of this term, with the exception of governor training, which may require longer to ensure the most effective arrangements.

The head and governors have positively set out an action plan for addressing the system weaknesses identified by internal audit. I am, therefore, satisfied that the school is making appropriate progress in ensuring that these do not recur.