FAO Headteacher and Chair of Governors

November 2024

Dear Headteacher and Chair of Governors

**Internal Audit Questionnaire**

To enable us to check and ensure that there are appropriate governance and finance procedures and controls in schools, we are requiring all schools to respond to the attached questionnaire.  A copy will  also be available on the MKCC website [Schools Section | Milton Keynes City Council (milton-keynes.gov.uk)](https://www.milton-keynes.gov.uk/your-council-and-elections/council-information-and-accounts/data-performance-and-spending-3) .

It is essential for the Governing Body to have access to adequate skills to ensure they meet their statutory responsibilities for the management of the school and can safeguard the large amounts of public money for which they are responsible.

Our Internal Audit programme of works with schools continues to include theme-based audits.  For 2024/25 the themes are Budgeting, Governance, Staff Structure, Safer Recruitment, Estate Management and Insurance.  Please complete all seven worksheets of the questionnaire.  As you will see, some of the questions on the questionnaire are based on sections within the Schools Financial Value Standard (SFVS) and therefore your consideration of the issues, your findings and your responses will enable you to complete the SFVS in an informed and accurate manner.

For this year, there is a requirement for you to submit supporting evidence.  We intend to analyse your responses to our questions and review the evidence. Where there are gaps or weaknesses, we will work with you to improve your ways of working by providing you with a management action plan explaining any weaknesses we have identified and recommendations for addressing the related risks.  If any trends are identified, we will work with other MKCC services to provide a uniform approach for advice and support.

Your response to our questionnaire should be agreed by your Governing Body and submitted to the Internal Audit mailbox Internal.Audit@milton-keynes.gov.uk by 31 March 2025, please copy in your Governing Body chair to the email.

Yours sincerely



Jacinta Fru

Chief Internal Auditor

Milton Keynes Council