

The Governing Board's role in monitoring the school budget

The Department for Education (DfE) and the Education and Skills Funding Agency (ESFA) recommend that governors receive monitoring reports **at least 6 times per year** – this is outlined under [question 3 here](#) for maintained schools.

The monitoring report should be:

- Generated from existing financial records
 - e.g. from the school's existing management information system (MIS), such as [ScholarPack](#) or [Arbor](#)
- Easy to understand – if it's not, ask your board's expert to adjust the report for you

It should include:

- Numeric information
 - The profiled budget
 - Spend to date
 - End-of-year projections
- A brief narrative of any variations – why there's a difference between what was agreed and what's been spent, with recommendations for any corrective measures

You should be able to discuss the report and constructively challenge the headteacher on any areas of concern, such as:

- What caused any variances and how they can be avoided in the future
- Whether the school is achieving value for money
- Whether they're taking appropriate action so net spend continues to be affordable