

School Resource Management

in partnership with



Department
for Education

How to Work Towards Effective School Resource Management

Checklist

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Collection

School resource management

Information, tools, training and guidance to help schools and multi-academy trusts with financial planning and resource management.



- 1. Check how efficient your school is
- 2. Compare with other schools (financial benchmarking)
- 3. Checks for financial planning
- 4. Plan your workforce
- 5. Find a framework (DfE-approved service)
- 6. Report to your local authority (for maintained schools)
- 7. Get financial advice
- 8. School resource management: training and peer support

<https://www.gov.uk/guidance/school-resource-management-checklist>

Review and Benchmark Your Finances

Guidance

Schools financial value standard (SFVS)

The standard helps schools and local authorities meet basic standards for good financial health and resource management.

<https://www.gov.uk/government/publications/schools-financial-value-standard-sfvs>

Guidance

School resource management self-assessment tool

This tool can be used to reassure trusts that they are managing resources effectively and to identify any adjustments they need to make.

<https://www.gov.uk/government/publications/school-resource-management-self-assessment-tool>

SRMSAT Checklist

School resource management self-assessment checklist

The checklist asks a number of questions of trust boards in six areas of resource management to help provide assurance that resources are being managed effectively.

The 2019/20 self-assessment tool return was due on 14 November 2019 and submitted using an online form. This downloaded form can be used to prepare for the return or to assess use of resources at various points throughout the year.

The checklist should be completed at academy trust level.

E. Value for money

| | | | | | |
|----|---|------------------------------|--|--|--|
| 32 | Does the trust benchmark its income and expenditure and that of its schools annually against that of similar trusts and schools and investigate further where any category appears to be out of line? | Q32 guidance | | | |
| 33 | Does the trust have procedures for purchasing goods and services that both meet legal requirements and secure value for money? | Q33 guidance | | | |
| 34 | Are the trustees given the opportunity to challenge their staff's plans for replacing contracts for goods and services that are due to expire shortly? | Q34 guidance | | | |
| 35 | Does the trust consider collaboration with others, for example on sharing staff or joint purchasing, where that would improve value for money? | Q35 guidance | | | |
| 36 | Does the trust compare its non-staff expenditure against the DfE recommended national deals to ensure you are achieving best value for money? | Q36 guidance | | | |

<https://www.gov.uk/government/publications/school-resource-management-self-assessment-tool>

SRMSAT Dashboard

Using the dashboard

The dashboard data should be completed at school level. Sixth form colleges do not need to complete the dashboard.

Schools and trusts should use the most up to date data available to them, and not rely on lagged published data.

Complete all highlighted cells.

Guidance on calculating or collecting the data for the school so that metrics are compared to thresholds consistently can be found [here](#). Clicking on the link next to individual indicators below will also take you to the relevant section of the guidance.

Either input the school's percentages and ratios directly, or complete the [Optional - input raw data](#) form with spending information and school characteristics. The percentages and ratios in the dashboard will then auto-calculate.

Add up to 20 schools by using the [Click here to add another school](#) buttons. Macros must be enabled for this feature.

Using the results from the dashboard

[Click here](#) for explanations of what the red, amber and green (RAG) ratings mean and what do

| | |
|-------------------------------|------------------|
| School name: | Example School |
| Phase: | Primary |
| Region: | North West |
| Number of pupils | 191 |
| % of pupils eligible for FSM: | 2.5% |
| I'm entering data for the | 2019/20 or later |

[This school is being compared to other:](#)

- medium primary schools with low levels of FSM
- primary schools outside London (for average teacher cost only)

[Click here](#) to see the RAG rating data for this school

Input the school's percentages and ratios directly below, or [click here](#) to input raw spending and characteristics data for this school

To reset the form to draw from the raw spending and characteristics data, [click here](#)

B. Spending as a percentage of total expenditure

| | |
|--|--------------------------|
| Spend on teaching staff as a percentage of total expenditure | Guidance |
| Spend on supply staff as a percentage of total expenditure | Guidance |
| Spend on education support staff as a percentage of total expenditure | Guidance |
| Spend on administrative and clerical staff as a percentage of total expenditure | Guidance |
| Spend on other staff costs as a percentage of total expenditure | Guidance |
| Spend on premises (including staff costs) as a percentage of total expenditure | Guidance |
| Spend on teaching resources as a percentage of total expenditure | Guidance |
| Spend on energy as a percentage of total expenditure | Guidance |
| Other spending as a percentage of total expenditure (balancing line) | Guidance |

| The school's data | Rating against thresholds |
|-------------------|--------------------------------------|
| 62.7% | Highest 10% of similar schools |
| 0.0% | Broadly in line with similar schools |
| 8.7% | Broadly in line with similar schools |
| 4.8% | Broadly in line with similar schools |
| 9.7% | Highest 10% of similar schools |
| 7.8% | Highest 10% of similar schools |
| 2.1% | Lowest 10% of similar schools |
| 1.1% | Broadly in line with similar schools |
| 3.1% | N/A |

School Resource Management Self-Assessment Tool - SRMSAT

| C. Reserves / balances as a percentage of total income | | | |
|--|--------------------------|---------|--------------------------------------|
| In-year balance as a percentage of total income | Guidance | -9.8% | High risk |
| Revenue reserve as a percentage of total income | Guidance | -17.0% | High risk |
| D. School characteristics | | | |
| Average teacher cost (£) | Guidance | £58,017 | Highest 20% of similar schools |
| Senior leaders as a percentage of workforce | Guidance | 28.0% | Highest 10% of similar schools |
| Pupil to teacher ratio | Guidance | 26.5 | Highest 10% of similar schools |
| Pupil to adult ratio | Guidance | 12.0 | Highest 20% of similar schools |
| Teacher contact ratio (less than 1.0) | Guidance | 0.77 | Broadly in line with recommendations |
| Predicted percentage pupil number change in 3-5 years | Guidance | -3.4% | Medium risk |
| Average class size | Guidance | 31.8 | Highest 10% of similar schools |
| E. Outcomes | | | |
| Ofsted rating | Guidance | Good | Good |
| Progress 8 score | Guidance | | |
| Progress score in reading | Guidance | 1.8 | Average or above average |
| Progress score in writing | Guidance | -0.9 | Below average |
| Progress score in maths | Guidance | 0.3 | Average or above average |

Benchmarking

Guidance

Compare your school or trust's budget: financial benchmarking

Benchmarking allows you to check how your finances compare with other similar schools or multi-academy trusts.

<https://www.gov.uk/guidance/schools-financial-efficiency-financial-benchmarking>

Guidance

Academy trusts: view my financial insights

Guidance for the view my financial insights tool (VMFI) tool which provides users with insights into the financial position and performance of their trust.

<https://www.gov.uk/government/publications/academy-trusts-view-my-financial-insights>

<https://www.education-space.co.uk/SRM/>



Checks for Financial Planning

Guidance

School resource management: top 10 planning checks for governors

School and academy governors can explore these questions to help schools manage their resources and money efficiently.



- 1. Staff pay as percentage of total expenditure
- 2. Average teacher cost
- 3. Pupil-to-teacher ratio (PTR)
- 4. Class sizes
- 5. Teacher contact ratio
- 6. Proportion of budget spent on the leadership team
- 7. 3 to 5 year budget projections
- 8. Spend per pupil for non-pay expenditure lines compared to similar schools
- 9. School improvement plan priorities and the relative cost of options
- 10. List of contracts with costs and renewal dates

School Improvement Planning



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| OBJECTIVE | | | | | | |
|-----------|-----------|--------------------|--------------------------------|-----------------------------------|------------------|---------------|
| ACTION | TIMESCALE | PERSON RESPONSIBLE | BUDGET / RESOURCE IMPLICATIONS | MONITORING (WHO BY AND HOW OFTEN) | SUCCESS CRITERIA | SEF REFERENCE |
| | | | | | | |
| | | | | | | |
| | | | | | | |