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| Headteachers, Chairs of Governors and Finance Managers,Bradford schools |

1 September 2014

Dear Colleague,

**Action required in response to the Internal Audit of the Primary PE & Sport Grant 2013/14**

An audit of the primary PE and Sport Grant has recently been undertaken by Internal Audit, during which 15 primary schools across the Bradford District were investigated in order to determine their level of compliance with the key conditions of the Grant. The schools sampled have each received an individual report of their compliance with the conditions.

The purpose of this communication is to make all maintained schools aware of the audit’s main findings and to remind schools of the actions required to meet the conditions of the PE and Sport Grant set by the DfE, which are:

* The Grant must be spent on improving the provision of PE and sport for the benefit of pupils so that they develop healthy lifestyles.
* Maintained schools and academies must publish, on their websites, information about their use of the PE and Sport Grant allocation (for 2013/14 by 4 April 2014). Schools should publish the amount of Grant received; how it has been spent (or will be spent) and what impact the school has seen on pupils’ PE and sport participation and attainment as a result.

The audit of the 15 schools has provided assurance that overall, conditions of the Grant are being met. **However, one high priority recommendation has been made, that:**

***Schools are reminded of the requirements to publish on their websites information regarding their use of the PE & Sport Grant allocation to include;***

* ***The amount of grant received***
* ***How it is being spent,***
* ***The impact the school has seen on pupils’ PE & sport participation and attainment as a result of the funding.***

The audit also identified points of good practice, which should help improve the effectiveness of schools’ use of the funding in the future. These are:

*Governing Bodies must ensure that they plan their use of the Grant and assess its impact by reviewing outcomes against specific planned targets.*

*Governing Bodies must also ensure that they approve their school’s plan for the use the Grant and review actual expenditure specifically against the conditions of Grant set by the DfE, Governors must also approve spending statements before these are published on the school’s website, so that Governors can satisfy themselves that the Grant has been spent only on the agreed approved activities that are compliant with the DfE’s conditions.*

*Schools are advised to record the spending of such ringfenced grants either via a dedicated cost centre in FSM6 (SIMS) or on a detailed underlying spreadsheet during the year. This will enable schools to closely monitor and control spending and to promptly account for their use of the Grant.*

**Please can you ensure that your school fully complies with the grant conditions as set out above, and also that you adopt the points of good practice identified by the audit, where you do not currently do so.**

Yours faithfully,



Sarah North

School Formula Funding Officer