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

2 September 2015

Dear Colleague,

**Action required in response to the Internal Audit of the Primary PE & Sport Premium 2014/15**

A grant certification audit of the Primary PE and Sport Premium has recently been undertaken by Internal Audit. The purpose of this communication is to make all maintained schools aware of the audit’s main findings and to remind schools of actions required to meet the conditions of the grant.

The conditions include a requirement for schools to publish details of how they used the money on their websites. The audit found that a proportion of school’s are not fully compliant with this requirement. This finding echoes concerns that were raised last year. **Consequently, can you please review arrangements at your school to ensure that your website accurately explains the following?**

* **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.**

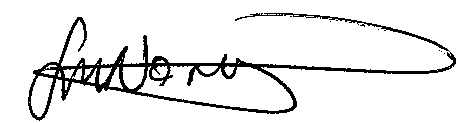
Where a school fails to comply with the grant conditions it may be required to repay the premium in whole or in part.

The audit also noted points of good practice at some of the school’s sampled which you may wish to consider against current practice at your school. These include:

* Early planning for the use of the premium. Good planning practice included an assessment of existing provision and identification of areas for improvement and/or targets, together with associated actions to be funded (and the expected costs).
* Clear and up to date financial records. Schools that record spending of such ring fenced grants either via a dedicated cost centre in FMS6 (SIMS) or on a detailed underlying spreadsheet during the year (with links to the supporting evidence such as purchase orders and invoices) are better able to closely monitor and control spending and to promptly account for their use of the grant.

To help schools to better understand and comply with the grant conditions, guidance has been developed within training sessions provided by the Health & Well Being Team within Children’s Services. Should you feel that your school would benefit from the training sessions; a new programme of courses for the academic year will be available and will be announced on Bradford Schools Online shortly. Alternatively, please contact Phil Wagner on 01274 385672 for further details. Please check Bradford Schools Online regularly for this announcement.

Yours faithfully,

Sarah North Dawn Haigh

School Formula Funding Officer Principal Finance Officer