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| Our ref: Your ref:  | **School Funding Team**Floor 5, Britannia HouseHall IngsBradford BD1 1HX**Telephone** 01274 434173**Fax** 01274 435054**Website**: [www.bradford.gov.uk](http://www.bradford.gov.uk)**Email:** sarah.north@bradford.gov.uk  |
| Headteachers, Chairs of Governors and Finance Managers,Bradford schools |

6 September 2016

Dear Colleague,

**Action required in response to the Internal Audit of the Primary PE & Sport Premium 2015/16**

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. The finding echoes concerns that have also been raised in the last two years.

**Consequently, schools should undertake a review of arrangements in place to ensure that their website accurately explains the following:**

* **The amount of grant received in the academic year,**
* **A full breakdown of how it has been spent (or will be spent),**
* **The impact the school has seen on pupils’ PE & sport participation and attainment and how the improvements will be sustainable in the future.**

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 included:

* 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.

Schools can access further information, including the full conditions of grant and advice on how to spend their PE and Sport premium allocation, from the DfE “PE and sport premium for primary schools” webpage: <https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools>

Yours faithfully,



Sarah North

Principal Finance Officer (Schools)