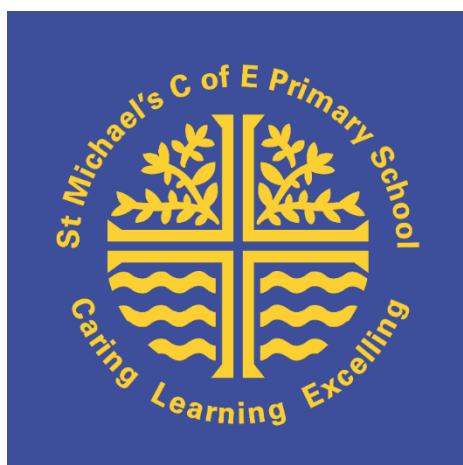




St Michael's CE Primary School
Finance and Health and Safety
UPDATE REPORT
Report to Governors

Presented to Governors Date: 14th July 2021

Report by Miss Sarah Addison

Head Teacher

1. Purpose of this report

The purpose of this report is to update governors of financial matters arising since the full Finance Governor Report in May 2021.

This report includes the following:

- Budget Summary report (see Appendix 1)
- Grant Summary report (see Appendix 2)
- Medium Term Finance Plan summary June 2021 (see Appendix 3)
- School Finance visit notes June 2021
- Devolved Capital update
- Other intended spend
- Health and Safety updates

2. Financial Position to Date and Forward Projections

See Appendix 3 for MTFP (as now)

All financial actuals have been completed in line with the reports provided on Business World On and the MTFP amended accordingly. See Appendix 1-Schools Actuals Budget Report June 2021 and Appendix 2 Actuals Grant Report June 2021.

We worked with the School Finance Team on 30th June 2021 to support with the monitoring of the budget, with updating the MTFP and planning projected spend over 5-years (see Appendix 3).

Carry Forward finalised by LCC, see correspondence below:

LOUTH ST MICHAEL'S CE PRIMARY
S31600

June 2021

Dear Colleague

Carry Forward 2020/2021

Your carry forward from the 2020/2021 financial year is an under spending of £62,880.02, being 4.63% of your budget share. Please note this excludes Covid Catch Up Funding.

The Local Authority's school carry forward policy remains in place. This is set out in Section 5.3 of the Scheme for Financing Schools which is available on LCC Connect.

Although the school is below this limit, I would like to remind you that the policy states that schools can carry forward £30,000, or 10% for nursery, 8% for primary and special schools and 5% for secondary schools (whichever is the greater). Any surplus funds should be earmarked for specific, costed, time-limited capital projects that are consistent with the priorities set out in the school's Asset Management Plan. No further approvals of the carry forward are required and the carry forward will be added to your Budget Share during the Summer of 2021.

Schools are reminded that as per the Scheme for Financing Schools, schools are not permitted to overspend their budget share. Where this is unavoidable, schools must seek prior, written approval from the Local Authority by emailing:

See notes below from the Finance Team meeting from 30/06/21:

School Code	S316
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School Visit Information Log

Name of School:	Louth St Michaels
Date of Visit:	30/06/2021
Person Carrying out Visit:	Adam Morton
Nature of Visit:	Finance Visit
Name of Person(s)/Position worked with:	Cara Russell (SBM) Sarah Addison (HT)

Current Buyback Package:	Gold	Silver	Bronze
Any Review to Buyback Level required:	Yes / No	Detail if Yes:	
Further visit required?			
According to Schools Finance Team records the following visits are scheduled to take place:			
Visit 1: 19/10/2021			
Visit 2: 01/02/2022			
Visit 3: 26/04/2022			
Visit 4: 28/06/2022			
Visit 5: 18/10/2022			
Visit 6: 31/01/2023			

Actual Work carried out during visit: Discussed confirmed carry forward figure, lower than expected, explained it includes Covid grant, correctly completed on plan. Discussed Wonde Vouchers and how to show on the MTFP and the system. Went through staffing queries in relation to the MTFP, updated to reflect adjustments for sick pay and staff start dates. Completed staffing changes on Teaching and Non-Teaching tabs. Added in Zero Hour costs and adjusted Overtime figures for teaching staff Checked Pupil Numbers tab, updated as appropriate. Updated class structure tab to reflect pupil numbers change Early Years and Early Years Summary tabs hidden on previous visit Checked schools block tab, no adjustment Checked High Needs tab, reconciled Apr-June to BW Checked High Needs Targeted tab, no adjustments Checked Income & Expenditure tab, adjusted split coding figures, updated current year and future years forecasted expenditure where appropriate applying inflation if and where required. Checked Pupil Premium FSM tab, amended split coding expenditure Checked Pupil premium Service tab, no adjustments Checked Pupil Premium LAC tab, no adjustments Checked Pupil Premium Post LAC tab, removed split coding expenditure Checked PE & Sport tab, no adjustments Checked UIFSM tab, added in 100% salary for Midday staff member, added in mini closedown adjustment in 2025/26 Checked Validation tab, all areas green except percentage variance Checked Summary tab, entered reason for percentage variance Checked ICFP Metrics tab, talked through calculating Teacher Hours in the classroom Talked through split coding of staff salary.
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Tasks Outstanding for School to complete:

Contact HR/Payroll, RS salary to be moved to UIFSM, backdate to April 20
 Plan expenditure for Pupil Premium Post LAC tab
 Complete Split coding for EW for April-Aug on monthly basis

Tasks Outstanding for Schools Finance to complete:

Send through sales order and credit notes quick cards - complete

Projected Budget Share Carry Forward	Total Projected Pupil Premium Carry Forward
Previous Year: -£71,289	Previous Year: -£11,300
Current Year: -£56,854	Current Year: -£13,428
Year 2: -£33,648	Year 2: -£31,138
Year 3: £6,268	Year 3: -£44,061
Year 4: £72,098	Year 4: -£53,721
Year 5: £141,966	Year 5: -£61,357
Projected UIFSM Carry Forward: -£16,248	Projected PE & Sport Carry Forward: -£1,142
Note: Any figures in brackets demonstrate an underspend	

Any Concerns (Budget position/Staffing capabilities/Headteacher/Governors:

Yes – budget position in 2023/24 onwards is a concern

Monitoring & Intervention Triggered?	Yes	No
Previous year Carry Forward Overspend 10k+ Primary / 50K+ Secondary		X
Current year Carry Forward Overspend (Budget) 10k+ Primary / 50k+ Secondary		X
Carry Forward reducing by 35k+ (Primary) or 50k+(Secondary) in any year Detail which years	X	
Scenario Planning Discussed:	X	
Use of Schools Benchmarking Discussed:		X
SFVS Including Dashboard Discussed:		X

Pupil Number Projections		Nursery – Reduction by more than 10%	
<100 Reduction by 5+ pupils		Special Schools - Reduction 5 pupils or 5%	
101<200 Reduction by 8 pupils or 5%			
>201 Reduction by 15 pupils or 7%			
Financial Year	Pupil Numbers	Yes	No
Previous Year:	308		X
Year 1	308		X
Year 2	314		X
Year 3	315		X
Year 4	315		X
Year 5	315		X

x

Other intended spend:

- A 1:1 has been recruited to support a child attending in September with Physical Disabilities. The EHCP comes with 32.5 hours funding but this does not cover the salary for the individual. School are required to use notional funding for this. This has been included in the updated MTFP June 2021.
- Boiler Replacements. See quote and explanation below for financial implications. We have increased the repairs and maintenance amount in the MTFP to reflect this intended spend. We will explore the potential to utilise our capital funding for this. Criteria states that DFC may be used for improvements to buildings and other facilities but cannot be used for general routine repairs. Given that we are not repairing the old system and installing a different and new system to improve the delivery of water within the building, we may be allowed to use this.
- Department Budgets have been increased following review and subject audits.
- Furniture budget increased so that desks and chairs can be replaced accordingly in year 3/4.



Rodden And Cooper Ltd.

Building And Joinery Contractors Co. Reg. No. 4771685



Louth St Michaels CofE School Hot Water Services Improvements

It is proposed to isolate, disconnect and drain down the existing calorifier located in the boiler room, and to provide and install 11 No electric water heaters with a water capacity of 15lt – 30lt dependant on the demand/loading. New heaters will be positioned locally to the areas they are supplying see attached floor plan. The installation will include for isolation valves, Expansion vessels with discharge to outside where possible and blending valves to enable water to be stored at the correct temperature and delivered to the taps at a safe temperature for the end user. All in accordance with the control of legionella in water systems. Each heater to have its own electrical supply and switched fused spur. On completion relevant certificates to be provided.

Benefits

- Removes existing leaking calorifier
- Removes the warped cold water storage tank identified 2019
- Eradicates all dead leg issues as identified in recent Water Risk assessment
- Long term should prove to be more energy efficient as you're only heating water that will be used.
- Water delivered at a safe temperature where access by students.
- Minimises any future non-conformities with Control of legionella in water systems

Quotations received to date

£9,082.00 + VAT
£8,401.00 + VAT
Still waiting for third Price

Please note the above prices do not include for any pipe boxing should it be required, painting of new pipe work and or making good to decorations where disturbed.

Suggested PC sum £1000 which would not be used unless instructed by an authorised person representing St Michaels school.

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www.roddenandcooper.co.uk
Directors : S.B. Rodden & A.J. Cooper

3. Health and Safety

- COVID risk assessment updated in line with recent guidance on 10th May 2021. Following the most recent guidance issued in July 2021 for moving to stage 4 within the national COVID recovery plan, a new risk assessment will need to be completed in preparation for the Autumn term.
- H and S site visit carried out by JM, Governor. See report.
- Boiler and Legionella risks- see above information.