

STRICTLY PRIVATE AND CONFIDENTIAL



St Michael's CE Primary School
Finance/HR and Staffing and Health and Safety
Report to Governors

Presented to Governors Date: 29th September 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 and the update report in July 2021.

This report includes the following:

- Actuals for budget share report (see Appendix 1)
- Actuals for grants report (see Appendix 2)
- Devolved Capital
- School fund
- COVID-19 related costs
- Other intended spend
- HR and staffing matters
- 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 September 2021 and Appendix 2 Actuals Grant Report September 2021. Unfortunately, we have been unable to present a forecast report to reflect some of the changes made to the MTFP as when we sent this in July, we received the following email: [The forecast process usually starts around September. We are still in the process of uploading budgets and we will send guidance out when the forecast process is available.](#)

We are still awaiting confirmation to send the latest forecast through. Therefore, from these reports, you will only be able to see the percentage spend against expected percentage expenditure for this time in the academic year.

With this in mind and the fact that many staffing changes having to be made to the MTFP due to resignations and HLTA contractual changes, we would like to wait until we have worked with School's Finance Team on the 19th October to share the MTFP so that we have a true and accurate picture reflective of all of these last minute changes. We will also know by this point, the scale for the new teacher recruited to Y5/6 so that this too can be accurately reflected in the staffing costs and forecasts.

Financial position to date for Grants (see Appendix 2)

Sports Funding allocation: **£18,631 + £5,977 c/f = £24,607**

Pupil Premium allocation: **£104,910 + £4,235 c/f = £109,145**

LAC allocation: **£5,000 + £4,460 c/f = £9,460**

UIFSM allocation: £37,791 + £21,864 c/f = £21,864

[illegible]

RECONCILIATION REPORT	
Card Account	Amount
Tea/Coffee/Milk	-£18.19
Swimming	£0.00
Equipment	-£13.24
Charity	£0.00
Trips	£0.00
Sponsored Event	£0.00
Interest	£0.00
Educational Activities	£0.00
Uniform	£0.00
Donations	£0.00
Transfer to LCC	£0.00
Balance B.F.	£6,737.85
Petty Cash	£49.86
Audit	£0.00
Y6 Residential 2022	£0.00
Spare	£0.00
Spare	£0.00
Spare	£0.00
Spare	£0.00
Spare	£0.00
TOTAL - ACCOUNT BALANCES	£6,756.28
REPRESENTED BY :	
BANK - Current Account	£6,737.85
BANK - Deposit Account	£0.00
BANK - Other Account	£0.00
CASH in Hand	£18.43
TOTAL - CASH AND BANK BALANCES	£6,756.28
REPORT IS IN BALANCE	

COVID-19 School Fund Grant:

Covid Catch-up grant full allocation over 2 years of £24,640. Spend to date £11,299.50 total (2020/21 £7,062.50) Spend to date for 2021/22 is £4,237.

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.
- 1:1 support for a child at high risk of exclusion has been put in place for 4 weeks whilst we engage with relevant agencies. This has cost the school £2,300, a PSP funding request has been submitted but this will not cover the full cost.
- Boiler Replacements. Water Heaters have now been fitted across the school. This was higher than initially quoted due to additional heater needed. The total cost for this is now just over £10,000 with £8,000 to be taken from Devolved Capital.
- Unplanned repairs and Maintenance costs: Main school gates need a new motor and repair to the gates £3400; replacement cupboard doors and sink units in all Y3/4 classrooms (pending quote); staff entrance fob access (pending quote).
- Department Budgets have been increased by £4,000 in total following review and subject audits. This will be reflected in the next forecast report but was already added to the MTFP in July when presented to governors.
- Furniture budget increased by £3000 so that desks and chairs can be replaced accordingly in year 3/4.

Staffing and Class organisation for September:

School Class Organisation								
	YR	Y1	Y2	Y3	Y4	Y5	Y6	Staff
Apple	23							Mrs Pyatt/Mrs Speed Miss Cumberworth, Mr Foxon
Cherry	22							Mrs Cunningham/Mrs Speed Miss Loake
Elm		15	14					Miss Pawson Mrs Thomas
Holly		15	13					Mrs Williams Mrs Maddison
Juniper		15	14					Mrs Reynolds Mrs Jenkins / Mrs Jacklin
Lime				15	15			Mrs G Wood Mrs Lyons and Mr Hargreaves

Maple				14	16			Miss Weavers Miss Atkin
Oak				13	15			Mrs French Mrs Mason
Pine						14	15	Mr Hodgekins Mrs Selby
Rowan						15	15	Mrs T Wood Mrs Brocklebank and Mr Ross
Willow						14	15	Mr Marritt/Mrs K Wood Mrs Duell
Totals	45	45	41	42	46	43	45	NOR 307

Resignations:

HS admin assistant 2.5 days a week resigned from her post in July. This post has been covered internally for the short term by the admin assistant job share CE who is currently working 5 days a week.

LL, Teaching Assistant retired from her post in August. The post was filled internally.

JK 1:1 resigned from her post in August. The position was offered internally.

GL has resigned from her post of Cleaner with effect from 1st October.

Appointments:

GL was internally appointed to the vacancy for 1:1 in Lime class.

JH was appointed to the role of Pastoral Leader.

SB was internally appointed to the role of TA1 permanent, moving from a 1:1 position.

GR was internally appointed to the 1:1 vacancy in Maple class (afternoons).

Internal Contractual changes for covering PPA:

In line with HR advice, all TAs were offered the opportunity to express an interest to cover PPA in the role of HLTA so that the job description expectations allowed for them to support with planning, delivering and marking within a lesson; rather than historically only providing supervisory cover and activities. Those who expressed an interest were interviewed and matched accordingly to a suitable role and key stage. HR supported in writing letters to all relevant employees to state a change in TA1 or TA2 contracted hours and an offer for the HLTA hours in place of these from 1st September until 31st August then reverting back to original contracts pending review and needs of the school.

Absences:

2 Teachers and 2 Teaching Assistants are absent long term.

All absences are being managed in line with LCC Absence Management Policy adopted by the School.

*Please note that any absence over 4 weeks is managed under the long term procedure.

Health and Safety

- COVID risk assessment updated in line with recent guidance, updated on 27th August.
- Boiler and Legionella risks now resolved due to new heating system in place.
- Pupil accident, reported to Riddor on 7th September 2021.
- As a result of the above accident and another incident from the Spring term, the Monkey Bars have been permanently removed from the Trim Trail on the field.
- A fob access is being fitted to the rear staff entrance/exit leading onto the car park due to a child at risk of exclusion attempting to abscond from this exit and being able to reach the catch, despite the door being locked.

Appendix 1

Budget Share Report - Period 1st April - 16th September 2021 (Expected spend 46%)

Cfr2	Cfr2 (T)	Actuals	Original Budget	% Spent	Forecast
E01	Teaching Staff	304,010.33	762,576.00	40	0.00
E03	Education Support Staff	95,830.69	245,092.00	39	0.00
E04	Premises Staff	22,926.81	54,465.00	42	0.00
E05	Administrative & Clerical Staff	36,612.44	87,608.00	42	0.00
E07	Cost of Other Staff	19,604.31	22,570.00	87	0.00
E08	Indirect Employee Expenses	2,072.48	4,704.00	44	0.00
E09	Staff Development & Training	2,740.00	5,500.00	50	0.00
E10	Supply Teacher Insurance	0.00	9,897.00	0	0.00
E11	Staff Related Insurance	0.00	5,342.00	0	0.00
E12	Building Maintenance & Improvement	9,526.32	15,000.00	64	0.00
E13	Grounds Maintenance & Improvement	1,668.64	3,600.00	46	0.00
E14	Cleaning & Caretaking	80.00	400.00	20	0.00
E15	Water & Sewerage	3,312.52	6,581.00	50	0.00
E16	Energy	4,049.73	14,800.00	27	0.00
E17	Rates	26,880.00	26,880.00	100	0.00
E18	Other Occupation Costs	4,092.35	7,742.00	53	0.00
E19	Learning Resources	14,784.43	43,100.00	34	0.00
E20	ICT Learning Resources	24,199.24	34,237.00	71	0.00
E22	Administrative Supplies	2,050.56	3,660.00	56	0.00
E23	Other Insurance Premiums	0.00	11,985.00	0	0.00
E24	Special Facilities	1,239.00	3,350.00	37	0.00
E25	Catering Supplies	17,338.77	30,000.00	58	0.00
E26	Agency Supply Teaching Staff	3,881.00	7,500.00	52	0.00
E27	Bought-In Professional Services - Curriculum	1,200.00	3,255.00	37	0.00
E28	Bought-In Professional Services - Other	9,422.78	15,041.00	63	0.00
I03	High Needs Top Up Funding	-19,072.95	-45,775.00	42	0.00
I07	Other Grants and Payments Received	-464.00	0.00	0	0.00
I08B	Other Income from Facilities and Services	-5,740.93	-4,400.00	130	0.00
I09	Income from Catering	-3,021.60	-10,000.00	30	0.00
I11	Receipts from Other Insurance Claims	-5,540.09	0.00	0	0.00
I12	Income from Contributions to Visits	0.00	-7,425.00	0	0.00
I18	Additional Grant for Schools	-13,925.00	-13,021.00	107	0.00
I99	Contingency	0.00	-12,199.00	0	0.00
		559,757.83	1,332,065.00	40	0.00

Appendix 2

Grant Report - Period 1st April - 16th September 2021 (Expected spend 46%)

Grant Report - Period 1st April - 16th September 2021 (Expected spend 46%)

Cfr2	Cfr2 (T)	Costc	Schdept	Schdept (T)	Actuals	Original Budget	% Spent
E01	Teaching Staff	<u>Pupil Premium</u>			13,754.17	14,566.00	94.43
E03	Education Support Staff				27,619.82	67,364.00	41.00
E07	Cost of Other Staff				-4,761.80	16,493.00	-28.87
	Indirect Employee						
E08	Expenses				148.23	458.00	32.36
	Staff Development &						
E09	Training				0.00	350.00	0.00
E19	Learning Resources				50.99	450.00	11.33
E24	Special Facilities				24.00	975.00	2.46
E25	Catering Supplies				225.61	0.00	0.00
	Bought-In Professional						
E28	Services - Other				420.00	2,600.00	16.15
					-	-	
I05	Pupil Premium				25,555.00	104,910.00	24.36
I99	Contingency				0.00	1,654.00	0.00
					11,926.02	0.00	281.61
		<u>Service</u>					
I05	Pupil Premium	<u>Children Grant</u>			-77.50	-310.00	25.00
I99	Contingency				0.00	310.00	0.00
					-77.50	0.00	-10.63
		<u>Looked After</u>					
E19	Learning Resources	<u>Children Grant</u>			118.96	100.00	118.96
E20	ICT Learning Resources				4,978.00	4,978.00	100.00
	Bought-In Professional						
E28	Services - Other				755.00	1,000.00	75.50
I05	Pupil Premium				-4,000.00	-5,000.00	80.00
I99	Contingency				0.00	-1,078.00	0.00
					1,851.96	0.00	41.52
E07	Cost of Other Staff	<u>Post LAC grant</u>			1,142.00	-16,493.00	-6.92
E19	Learning Resources				0.00	100.00	0.00
E24	Special Facilities				6.00	0.00	0.00
I05	Pupil Premium				-1,172.50	-4,690.00	25.00
I99	Contingency				0.00	21,083.00	0.00
					-24.50	0.00	-1.31
		<u>P.E and Sport</u>					
E03	Education Support Staff	<u>Grant</u>			4,475.41	4,370.00	102.41
E07	Cost of Other Staff				0.00	1,107.00	0.00
	Indirect Employee						
E08	Expenses				17.35	30.00	57.83
	Staff Development &						
E09	Training				0.00	500.00	0.00
E18	Other Occupation Costs				0.00	728.00	0.00
E19	Learning Resources				368.13	750.00	49.08
	Bought-In Professional						
E27	Services - Curriculum				4,525.00	15,981.00	28.31

	Additional Grant for				
I18	Schools		-7,796.00	-18,631.00	41.84
I99	Contingency		0.00	-4,835.00	0.00
			1,589.89	0.00	26.60
	Indirect Employee				
E08	Expenses	UIFSM	1.54	0.00	0.00
E25	Catering Supplies		10,447.20	38,760.00	26.95
	Additional Grant for		-		
I18	Schools		29,344.00	-37,791.00	77.65
I99	Contingency		0.00	-969.00	0.00
			-		
			18,895.26	0.00	-86.42
			-3,629.39	0.00	-9.27