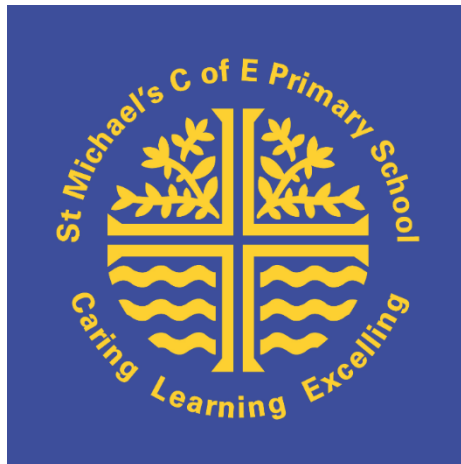




St Michael's CE Primary School
Finance, HR and Staffing and Health and Safety
Report to Governors

Presented to Governors Date: 22nd February 2022

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 September 2021 and the update report in November 2021.

This report includes the following:

- Actuals for budget share report (see Appendix 1)
- Actuals for grants report (see Appendix 2)
- MTFP summary February 2022 (see Appendix 3)
- Devolved Capital
- School fund
- School Finance Visit notes
- 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 February, 2022 and Appendix 2- Actuals Grant Report, February 2022.** The Pupil Premium statement and the Sports statement are accessible from the school website should you wish to re-visit them to see planned expenditure and impact reports.

3. Financial position to date for Grants (see Appendix 2)

Sports Funding allocation: £18,664 + £5,977 c/f = £24,641

Pupil Premium allocation: £102,220 + £4,235 c/f = £106,455

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

Post LAC allocation: £4,690 + £1,876 c/f = £6,566

UIFSM allocation: £29,344 + £21,864 c/f = £51,208

Service Children allocation: £310 + £729 c/f = £1039

4. Devolved Capital:

School Finance Team have clarified via email that the allocation for the next academic year will be released to schools in May/June and to seek advice from John Rossington if further spending decisions need to be made in advance of this date. The allocation for 2021/22 was utilised for the boiler works.

5. School Fund Account to date:

<u>INCOME</u>		<u>EXPENDITURE</u>	
Tea/Coffee/Milk	£99.50	Tea/Coffee/Milk	£154.49
Swimming	£3,065.00	Swimming	£1,560.00
Equipment	£3.65	Equipment	£2,230.69
Charity	£0.00	Charity	£0.00
Trips	£1,341.80	Trips	£997.11
Sponsored Event	£0.00	Sponsored Event	£0.00
Interest	£0.24	Interest	£0.00
Educational Activities	£0.00	Educational Activities	£130.00
Uniform	£0.00	Uniform	£0.00
Donations	£873.18	Donations	£472.22
Transfer to LCC	£0.00	Transfer to LCC	£0.00
Balance B.F.	£0.00	Balance B.F.	£100.00
Petty Cash	£100.00	Petty Cash	£0.00
Audit	£0.00	Audit	£0.00
Y6 Residential 2022	£5,235.00	Y6 Residential 2022	£2,310.00
YV Goods	£1,814.40	YV Goods	£1,814.40
Spare	£0.00	Spare	£0.00
Spare	£0.00	Spare	£0.00
Spare	£0.00	Spare	£0.00
Spare	£0.00	Spare	£0.00
TOTAL INCOME	£12,532.77	TOTAL EXPENDITURE	£9,768.91
SURPLUS (+) OR DEFICIT (-)			£2,763.86

6. COVID-19 School Fund Grant

Full allocation over 2 years of £24,640. See below for spend to January 2022. The COVID Catch-up spend report is available on the school website and was updated for this academic year should you wish to re-visit this report.

COVID CATCH-UP FUNDING SUMMARY 2020-21

Cost Centre	Dept	School Department (T)	CFR	CFR Heading (T)	Account	Account (T)	Orig Budget	Virements	Revised Budget	Actuals	Variance
S31600	F002	Covid Catchup Funding	E09	Staff Development & Training	A16015	Staff Training Expenses - Non Payroll	0.00	0.00	0.00	3,825.00	3,825.00
S31600	F002	Covid Catchup Funding	E20	ICT Learning Resources	A45005	Computer Hardware	0.00	0.00	0.00	1,277.50	1,277.50
S31600	F002	Covid Catchup Funding	E20	ICT Learning Resources	A45040	Computer Software	0.00	0.00	0.00	775.00	775.00
S31600	F002	Covid Catchup Funding	I18	Additional Grant for Schools	R93021	Recharge - Additional Grant For Schools	0.00	0.00	0.00	-14,380.00	-14,380.00
S31600	F002	Covid Catchup Funding					0.00	0.00	0.00	-8,502.50	-8,502.50
S31600							0.00	0.00	0.00	-8,502.50	-8,502.50
							0.00	0.00	0.00	-8,502.50	-8,502.50

COVID Catch-Up 2021/22 (Dept Summary) as at 11/01/22

Cost Centre	Dept	School Department (T)	CFR	CFR Heading (T)	Account	Account (T)	Original Budget	Virements	Revised Budget	Actuals	Variance
S31600	F002	Covid Catchup Funding	E09	Staff Development & Training	A16015	Staff Training Expenses - Non Payroll	0.00	0.00	0.00	1,750.00	1,750.00
S31600	F002	Covid Catchup Funding	E19	Learning Resources	A40050	Books	0.00	0.00	0.00	1,185.00	1,185.00
S31600	F002	Covid Catchup Funding	E20	ICT Learning Resources	A45040	Computer Software	4,237.00	0.00	4,237.00	4,237.00	0.00
S31600	F002	Covid Catchup Funding	I18	Additional Grant for Schools	R93021	Recharge - Additional Grant For Schools	-10,466.00	0.00	-10,466.00	-10,260.00	206.00
S31600	F002	Covid Catchup Funding	I99	Contingency	A48015	Schools Carry Forward (Budget Only)	0.00	8,502.00	8,502.00	0.00	-8,502.00
S31600	F002	Covid Catchup Funding					-6,229.00	8,502.00	2,273.00	-3,088.00	-5,361.00
S31600							-6,229.00	8,502.00	2,273.00	-3,088.00	-5,361.00
							-6,229.00	8,502.00	2,273.00	-3,088.00	-5,361.00

7. Other intended spend

- A significant amount of money has been spent on covering teacher absence (under 10 days) where the insurance has not covered the costs. The MTFP is continually being updated with any additional costs. Appendix 1 and Appendix 3 show costings under E26. To date, we have £20548.53 approved reimbursement from the staff sickness insurance schemes for both teachers and non-teaching staff.
- 1:1 support for a child at high risk of exclusion remains in place for identified times of the day.

8. School finance Team visit notes

*Please note that since the visit on 01.02.22 SA and CR have worked further on the plan to ensure the spending of and intended spend relating to grants has been reflected in the MTFP plan accordingly.

Name of School:	Louth St Michael's
Date of Visit:	01/02/2022
Person Carrying out Visit:	Lee Mason
Nature of Visit:	Finance Meeting
Name of Person(s)/Position worked with:	Cara Russell / Sarah Addison

Current Buyback Package:	Gold	Silver	Bronze
Any Review to Buyback Level required:	Yes / No	Detail if Yes:	
Further visit required?	Yes		
According to Schools Finance Team records the following visits are scheduled to take place:			
Visit 1: 26/04/2022	Visit 4: 31/01/2023		
Visit 2: 22/06/2022			
Visit 3: 18/10/2022			

Actual Work carried out during visit: School requirements for visit: Payroll/sickness amendments – How to correct on plan Maternity leave on plan/Agency cover What can covid grants be used for M&I scenarios – Discussed and requested sent to LM by 11/02/2022. Advised school to liaise with Lizzie Bowes on this as deadline not achievable. Also advised that any scenarios produced should demonstrate full use of grants in order to provide a fair reflection on budget share position Checked all carry forwards correct Pupil numbers updated High Needs funding updated and reconciled year to date Targeted funding tab updated Updated Teaching staff costs for Maternity Reconciled Teaching staff costs year to date Updated Teaching overtime costs and split overtime costs to show budget to F006 (School Led Tutoring) Updated Non-Teaching staff costs and reconciled year to date Updated Non-Teaching overtime costs Reviewed all income and expenditure using open PO report and amending accordingly Reviewed all grants. Amended funding where required and amended expenditure
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Tasks Outstanding for School to complete:

Correct class structure tab and variances on summary

Journal STAPS cost to Pupil Premium

Check Wonde invoices for F004 as budget is higher than actuals

Journal Agency costs to Pupil Premium

Close all Open PO's that are not required

Complete scenario plans

Tasks Outstanding for Schools Finance to complete:

8000089158 – LM to follow this up – LM has emailed J Boulton on this

LM to reconcile TA costs – completed

Sickness Insurance form – Why are we not able to highlight cells to get figure – LM has asked about this

A91065 – Received 1k into Sports – LM has queried this

Projected Budget Share Carry Forward	Total Projected Pupil Premium Carry Forward
Previous Year: (71,383)	Previous Year: (11,300)
Current Year: (31,722)	Current Year: (30,190)
Year 2: 22,643	Year 2: (60,964)
Year 3: 129,656	Year 3: (96,101)
Year 4: 258,311	Year 4: (129,053)
Year 5: 389,705	Year 5: (160,227)
Projected UIFSM Carry Forward: (17,950)	Projected PE & Sport Carry Forward: (3,546)
Note: Any figures in brackets demonstrate an underspend	

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

Future years carry forward position

Use of grants required

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	All years	
Scenario Planning Discussed:	Yes – see above	

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	307		X

Year 3	310		X
Year 4	312		X
Year 5	311		X

Grants	Yes	No
Grants fully utilised? If above triggers M&I does underspend mean M&I not triggered		X

9. Staffing and HR

- JH, Pastoral Lead has left her post at St Michael's. The position has not yet been filled.
- 2 staff members remain absent and are being managed through the LCC Absence Management Policy and Procedure (1 x Teacher and 1 X TA).

10. Health and Safety

- COVID risk assessment updated in line with recent guidance, updated 02.01.22
- Health and Safety Annual Assessment completed by SA, Head Teacher and JM, Health and Safety Governor in January 2022. See letter from LCC Corporate H and S Team for outcome.

Appendix 1

Actuals for Budget Share as at 09/02/2022

Cfr2	Cfr2 (T)	Actuals	Original Budget	Revised Budget	% Spent	Forecast
E01	Teaching Staff	616,434.11	762,576.00	762,576.00	80.84	743,893.00
E03	Education Support Staff	214,734.34	245,092.00	245,092.00	87.61	260,006.00
E04	Premises Staff	43,342.43	54,465.00	54,465.00	79.58	52,561.00
E05	Administrative & Clerical Staff	71,109.06	87,608.00	87,608.00	81.17	85,588.00
E07	Cost of Other Staff	38,529.91	22,570.00	22,570.00	170.71	40,457.00
E08	Indirect Employee Expenses	3,845.08	4,704.00	4,704.00	81.74	5,003.00
E09	Staff Development & Training	5,745.02	5,500.00	5,500.00	104.45	6,271.00
E10	Supply Teacher Insurance	9,897.01	9,897.00	9,897.00	100.00	9,897.00
E11	Staff Related Insurance	5,342.43	5,342.00	5,342.00	100.01	5,342.00
E12	Building Maintenance & Improvement	22,334.43	15,000.00	15,000.00	148.90	25,000.00
E13	Grounds Maintenance & Improvement	2,837.89	3,600.00	3,600.00	78.83	3,600.00
E14	Cleaning & Caretaking	1,867.52	400.00	400.00	466.88	5,240.00
E15	Water & Sewerage	5,018.84	6,581.00	6,581.00	76.26	6,700.00
E16	Energy	8,380.82	14,800.00	14,800.00	56.63	14,800.00
E17	Rates	26,880.00	26,880.00	26,880.00	100.00	26,880.00
E18	Other Occupation Costs	7,976.38	7,742.00	7,742.00	103.03	9,000.00
E19	Learning Resources	42,210.58	43,100.00	43,100.00	97.94	51,913.00
E20	ICT Learning Resources	28,161.62	34,237.00	34,237.00	82.25	31,660.00
E22	Administrative Supplies	4,775.20	3,660.00	3,660.00	130.47	5,169.00
E23	Other Insurance Premiums	12,562.15	11,985.00	11,985.00	104.82	12,562.00
E24	Special Facilities	3,683.00	3,350.00	3,350.00	109.94	3,674.00
E25	Catering Supplies	36,307.29	30,000.00	30,000.00	121.02	52,603.00
E26	Agency Supply Teaching Staff	33,036.53	7,500.00	7,500.00	440.49	38,300.00
E27	Bought-In Professional Services - Curriculum	2,775.00	3,255.00	3,255.00	85.25	3,000.00
E28	Bought-In Professional Services - Other	14,180.58	15,041.00	15,041.00	94.28	14,855.00
I01	Funds delegated by LA	-2,000.00	0.00	0.00	0.00	-2,000.00
I03	High Needs Top Up Funding	-39,983.83	-45,775.00	-45,775.00	87.35	-51,289.00
I07	Other Grants and Payments Received	-464.00	0.00	0.00	0.00	-464.00
I08B	Other Income from Facilities and Services	-15,971.35	-4,400.00	-4,400.00	362.99	-15,971.00
I09	Income from Catering	-6,471.36	-10,000.00	-10,000.00	64.71	-9,000.00
I10	Receipts from Supply Teacher Insurance Claims	-13,139.96	0.00	0.00	0.00	-18,311.00
I11	Receipts from Other Insurance Claims	-11,893.93	0.00	0.00	0.00	-15,233.00
I12	Income from Contributions to Visits	-4,387.11	-7,425.00	-7,425.00	59.09	-7,425.00
I18	Additional Grant for Schools	-30,940.50	-13,021.00	-13,021.00	237.62	-34,405.00
I99	Contingency	0.00	-12,199.00	59,183.00	0.00	0.00
		1,136,715.18	1,332,065.00	1,403,447.00	80.99	1,359,876.00

Appendix 2

Actuals for Grants as at 09/02/2022

Cfr2	Cfr2 (T)	Costc	Actuals	Original Budget	Revised Budget	% Spent
E01	Teaching Staff	S316AA	13,754.17	14,566.00	14,566.00	94.43
E03	Education Support Staff	S316AA	46,800.64	67,364.00	67,364.00	69.47
E07	Cost of Other Staff	S316AA	2,685.58	16,493.00	16,493.00	16.28
E08	Indirect Employee Expenses	S316AA	203.15	458.00	458.00	44.36
E09	Staff Development & Training	S316AA	0.00	350.00	350.00	0.00
E12	Building Maintenance & Improvement	S316AA	1,565.00	0.00	0.00	0.00
E19	Learning Resources	S316AA	197.97	450.00	450.00	43.99
E24	Special Facilities	S316AA	336.99	975.00	975.00	34.56
E25	Catering Supplies	S316AA	481.60	0.00	0.00	0.00
E26	Agency Supply Teaching Staff	S316AA	0.00	0.00	0.00	0.00
E28	Bought-In Professional Services - Other	S316AA	507.75	2,600.00	2,600.00	19.53
			-			
I05	Pupil Premium	S316AA	75,320.00	-104,910.00	-104,910.00	71.79
I99	Contingency	S316AA	0.00	1,654.00	5,889.00	0.00
						-
		S316AA	-8,787.15	0.00	4,235.00	207.49
E07	Cost of Other Staff	S316AB	0.00	0.00	0.00	0.00
E20	ICT Learning Resources	S316AB	0.00	0.00	0.00	0.00
I05	Pupil Premium	S316AB	-232.50	-310.00	-310.00	75.00
I99	Contingency	S316AB	0.00	310.00	1,039.00	0.00
		S316AB	-232.50	0.00	729.00	-31.89
E03	Education Support Staff	S316AC	0.00	0.00	0.00	0.00
E19	Learning Resources	S316AC	316.25	100.00	100.00	316.25
E20	ICT Learning Resources	S316AC	4,978.00	4,978.00	4,978.00	100.00
E24	Special Facilities	S316AC	100.00	0.00	0.00	0.00
E28	Bought-In Professional Services - Other	S316AC	755.00	1,000.00	1,000.00	75.50
I05	Pupil Premium	S316AC	-5,940.00	-5,000.00	-5,000.00	118.80
I99	Contingency	S316AC	0.00	-1,078.00	3,382.00	0.00
		S316AC	209.25	0.00	4,460.00	4.69
E07	Cost of Other Staff	S316AF	1,142.00	-16,493.00	-16,493.00	-6.92
E19	Learning Resources	S316AF	0.00	100.00	100.00	0.00
E24	Special Facilities	S316AF	12.00	0.00	0.00	0.00
I05	Pupil Premium	S316AF	-3,517.50	-4,690.00	-4,690.00	75.00
I99	Contingency	S316AF	0.00	21,083.00	22,959.00	0.00
						-
		S316AF	-2,363.50	0.00	1,876.00	125.99
E03	Education Support Staff	S316BA	4,475.41	4,370.00	4,370.00	102.41
E07	Cost of Other Staff	S316BA	0.00	1,107.00	1,107.00	0.00
E08	Indirect Employee Expenses	S316BA	17.35	30.00	30.00	57.83
E09	Staff Development & Training	S316BA	0.00	500.00	500.00	0.00
E12	Building Maintenance & Improvement	S316BA	798.50	0.00	0.00	0.00
E18	Other Occupation Costs	S316BA	0.00	728.00	728.00	0.00
E19	Learning Resources	S316BA	368.13	750.00	750.00	49.08

Bought-In Professional Services -						
E27	Curriculum	S316BA	12,445.00	15,981.00	15,981.00	77.87
Other Grants and Payments						
I07	Received	S316BA	-1,000.00	0.00	0.00	0.00
			-			
I18	Additional Grant for Schools	S316BA	18,669.33	-18,631.00	-18,631.00	100.21
I99	Contingency	S316BA	0.00	-4,835.00	1,142.00	0.00
		S316BA	-1,564.94	0.00	5,977.00	-26.18
E07	Cost of Other Staff	S316EA	3,473.90	0.00	0.00	0.00
E08	Indirect Employee Expenses	S316EA	7.70	0.00	0.00	0.00
E25	Catering Supplies	S316EA	23,256.00	38,760.00	38,760.00	60.00
			-			
I18	Additional Grant for Schools	S316EA	29,344.00	-37,791.00	-37,791.00	77.65
I99	Contingency	S316EA	0.00	-969.00	20,895.00	0.00
		S316EA	-2,606.40	0.00	21,864.00	-11.92
			-			
			15,345.24	0.00	39,141.00	-39.21

S316AA Pupil Premium
 S316AB Service
 S316AC Looked After Children
 S316AF Post Looked After
 S316BA Sports
 S316EA UIFSM

Appendix 3 See Finance Summary excel document.