St Michael's CE Primary School

Finance/HR and Staffing/Health and Safety

UPDATE Report to Governors

Presented to Governors Date: Wednesday 13th July 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 and associated business risks within the school at the current time in the financial year.

This report includes the following:

- Budget Summary report to date for the current financial year (See Appendix 1)
- Grant Summary report to date for the current financial year (See Appendix 2)
- Medium Term Finance Plan summary July 2022
- School Fund
- Devolved Capital
- HR and Staffing matters
- Staffing Structure and School Organisation 2022/23 (Appendix 3)
- 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 up to 20th June 2022. See Appendix 1-Schools Actuals Budget Report July 2022 and Appendix 2 Actuals Grant Reports July 2022.

We worked with the School Finance Team on 22nd June to support with the monitoring of the budget, with updating the MTFP and planning projected spend over 5-years.

The updated plan takes into account the staffing changes relating to the Deputy and Assistant Head Teacher role as outlined below under HR and staffing, therefore the carry forward is significantly higher than the budget approved in May 2022. The SLT will carry out scenario planning in relation to the Leadership Structure alongside considering the budget implications for this in the Autumn Term, in advance of the Finance meeting.

See notes below from the Finance Team meeting 20/06/22:

COUNTY COUNCIL
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School Visit Information Log

Name of School:	Louth St Michael's
Date of Visit:	22/06/2022
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: 18/10/2022	Visit 4: 28/06/2023	Visit 7: 25/04/2024
Visit 2: 31/01/2023	Visit 5: 18/10/2023	Visit 8: 26/06/2024
Visit 3: 26/04/2023	Visit 6: 31/01/2024	

School Requirements from visit:
Full 2022/23 finance plan
Reconcile payroll
Household funding

Actual Work carried out during visit:

Checked all carry forwards correct
Checked Pupil numbers and agreed correct
Added Exclusion funding
Added Wellbeing funding
Checked High Needs funding correct
Checked Targeted funding tab and correct
Updated Teaching staff costs and reconciled year to date
Increased Teaching overtime budget as nearly fully spent
Reviewed all Support staff costs and reconciled year to date
Reviewed Support staff overtime and amended accordingly
Reviewed all income and expenditure using Open PO report and amended accordingly
Updated sickness insurance income
Reviewed all grants and amended accordingly (except for covid grants)

Tasks Outstanding for School to complete:
RH – School will ned to update tab 4a with sickness adjustment figures
As above this will need to be completed for support staff AA & LJ
Close Open PO's if not required
Water bills need review as current year bull is significantly less than last year so budget looks incorrect as a result

Advised PE & Sport approx. 10k needs spending by the end of the summer term

Tasks Outstanding for Schools Finance to complete:
LM to follow up sickness emails with HR/Payroll. AA Midday pay appears to be incorrect for June Tab 5b has #value errors. LM to review and amend – LM has amended Wellbeing funding duplicated – LM to advise EY LAC funding has been coded to R93015. LM checking if this is correct

Projected Budget Share Carry Forward		Total Projected Pupil Premium Carry Forward	
Previous Year:	(61,796)	Previous Year:	(22,054)
Current Year:	(123,503)	Current Year:	(21,798)
Year 2:	(155,129)	Year 2:	(30,280)
Year 3:	(132,493)	Year 3:	(34,232)
Year 4:	(60,180)	Year 4:	(35,097)
Year 5:	39,172	Year 5:	(33,698)
Projected UIFSM Carry Forward:	(18,196)	Projected PE & Sport Carry Forward:	(1,211)
Note: Any figures in brackets demonstrate an underspend			

Any Concerns (Budget position/Staffing capabilities/Headteacher/Governors:
No concerns

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	Year 4 and 5	
Scenario Planning Discussed:		X

Use of Schools Benchmarking Discussed:		X
SFVS Including Dashboard Discussed:		X

Pupil Number Projections <100 Reduction by 5+ pupils 101<200 Reduction by 8 pupils or 5% >201 Reduction by 15 pupils or 7%	Nursery – Reduction by more than 10% Special Schools - Reduction 5 pupils or 5%		
Financial Year	**Pupil Numbers**	**Yes**	**No**
Previous Year:	308		X
Year 1	307		X
Year 2	311		X
Year 3	313		X
Year 4	312		X
Year 5	314		X

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

Financial position to date for Grants (see Appendix 2)

Devolved Capital:

25	Details and Justification of proposed Devolved Capital to be used 2021/22						
				Entitlement		£	7,549
	Description of work	Block	Room	AMP	AMP Priority		Actual Cost
	Water heaters						8,000
					Total Spend for Year	£	8,000
					Carry Forward (Entitlement less total spend for year)	£	415

26	Details and Justification of proposed Devolved Capital to be used 2022/23						
				Entitlement		£	7,476
	Description of work	Block	Room	AMP	AMP Priority		Actual Cost
	Alterations to Music Room (Rodden & Cooper)						3,026
	Replacement Promethean Interactive Board for Elm Class						1,895
	.						
					Total Spend for Year	£	4,921
					Carry Forward (Entitlement less total spend for year)	£	2,970

School Fund:

Balance: £2,952

3. HR and staffing update

- Following budget approval and interview, a permanent Pastoral TA 32.5 hours was successfully recruited to post to commence in September 2022.
- An existing classroom based TA will also be moving to the role of Pastoral TA 20 hours per week.
- To support the needs of the children in relation to teaching and learning a Teaching Assistant has been internally recruited to post 4 days per week to KS1.
- One Teaching Assistant is currently being monitored and supported through the LCC Absence Management procedures at Stage 2. One Teacher is being monitored and supported through the LCC Absence procedures at Stage 1.
- The Deputy Head Teacher has submitted a request for phased retirement. They wish to be relinquished of the Deputy role and move to teaching 4 days in the role of class teacher. This has been approved.
- Due to the timing of the above request, the Assistant Head Teacher has been seconded to the post of Deputy Head Teacher (4 days per week). This will leave the school vulnerable on the 5th day with no Deputy or Assistant Head Teacher. Recruitment for the position will be considered on review of the schools needs and begin in the Autumn term. The school will have a DSL at all times due to 3 staff members holding this qualification.

- Two separate flexible working requests have been submitted by teachers wishing to reduce their hours from 5 days to 4 days. These requests were considered and an extension on the outcome has been agreed by both so that school can consider the new leadership structure and requirements before opening up these posts to recruitment. The local authority will be supporting with the leadership structure plans in the Autumn term.
- See Appendix 3 for staffing structure and school organisation for your information.

4. Health and Safety/Maintenance

- 1-Year Pest control contract agreed due to ongoing issues with ants and wasps - £620
- New frame fitted around the hall doors (fire exits) as they were rotten and deemed not fit for purpose.
- As directed by the Head of School Standard on his visit to school, all chairs have been removed and either disposed of if unwanted or donated locally. The school will purchase a set of foldable chairs in a trolley to use in the case of events.
- The pond area/wildlife area which is currently overgrown is being made into a Forest school area over the Summer. Plans have been submitted to Grounds Maintenance for changing this area into a child friendly and accessible forest school area.