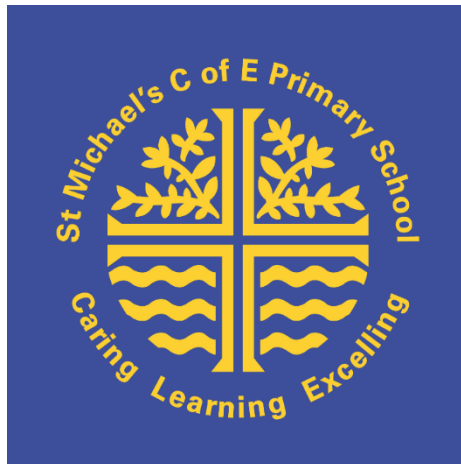




St Michael's CE Primary School
Finance/HR and Staffing/Health and Safety
Report to Governors

Presented to Governors Date: Wednesday 19th October 2022

Report by Miss Sarah Addison

Head Teacher

1. Purpose of this report

The purpose of this report is to inform 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 October 2022 (See Appendix 1)
- Grant Summary reports October 2022 (See Appendix 2)
- Medium Term Finance Plan summary October 2022
- School Fund
- Devolved Capital
- 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 October 2022 and Appendix 2 Actuals Grant Reports October 2022.

School are not meeting with the School Finance Team until 8th October so visit notes will not be available in advance of the meeting.

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	
Total Spend for Year					£	3,026
Carry Forward (Entitlement less total spend for year)					£	4,865

School Fund:

Balance: £2,952

3. HR and staffing update

- Performance management reviews for all teachers are timetabled and will be completed by 31st October. Pay recommendations will be anonymised and sent to identified Finance Governors for review.
- 3 resignations for Lunchtime Supervisors were received in August and September.
- We successfully recruited for one of these positions and another is being covered by a relief contract whilst school complete another round of recruitment.
- A Teaching Assistant Level 1 has been recruited on a 1-year contract to work in KS1. The position will be reviewed in April 2023 pending the needs of the school.
- Two Teaching Assistants are currently being monitored and supported through the LCC Absence Management procedures at Stage 1.
- Staff absence linked to COVID has been very high since the start of the academic year, leading to an increase in the need for supply cover.

4. Health and Safety/Maintenance

- In August 2022, due to torrential rain and flooding in Louth, the drains backed up and flooded 2 classrooms and a library area. This is being processed as an insurance claim. Total costs are ???
- New Caretaker recruited through Carlton Cleaners. 15 hours per week, mornings only.
- Two additional cleaners have been recruited through Carlton Cleaners to replace the hours previously worked by the Site Manager. One has key holding responsibilities and locks up the site each evening at 6pm.
- The pond area/wildlife area has now been made into a Forest school area.

Appendix 1

Actuals for Budget Share October 2022.

Appendix 2

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