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 (See Appendix 3)
- 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:

	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	invoice paid £3,026
	Interactive board						1,895	invoice paid £1,895
	Total Spend for Year					£	4,921	
	Carry Forward (Entitlement less total spend for year)					£	2,970	

School Fund:

Balance: £864.97

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 £5500.
- 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.

Actuals for Budget Share up to 30/09/22

Cfr2	Cfr2 (T)	Actuals	Original Budget	Revised Budget	% Spent
E01	Teaching Staff	356,065.61	752,382.00	752,382.00	47.33
E03	Education Support Staff	149,699.70	299,292.00	299,292.00	50.02
E04	Premises Staff	19,340.26	48,490.00	48,490.00	39.89
E05	Administrative & Clerical Staff	47,622.52	91,091.00	91,091.00	52.28
E07	Cost of Other Staff	10,177.04	3,307.00	3,307.00	307.74
E08	Indirect Employee Expenses	2,057.58	5,046.00	5,046.00	40.78
E09	Staff Development & Training	6,158.60	4,000.00	4,000.00	153.97
E10	Supply Teacher Insurance	15,281.71	15,282.00	15,282.00	100.00
E11	Staff Related Insurance	6,271.52	6,272.00	6,272.00	99.99
E12	Building Maintenance & Improvement	9,718.73	15,000.00	15,000.00	64.79
E13	Grounds Maintenance & Improvement	1,844.20	3,300.00	3,300.00	55.88
E14	Cleaning & Caretaking	7,215.96	14,296.00	14,296.00	50.48
E15	Water & Sewerage	2,233.58	5,521.00	5,521.00	40.46
E16	Energy	6,089.64	19,731.00	19,731.00	30.86
E17	Rates	26,880.00	26,880.00	26,880.00	100.00
E18	Other Occupation Costs	4,109.88	5,576.00	5,576.00	73.71
E19	Learning Resources	26,965.82	51,700.00	51,700.00	52.16

E20	ICT Learning Resources	16,217.20	28,200.00	28,200.00	57.51
E22	Administrative Supplies	1,598.89	4,823.00	4,823.00	33.15
E23	Other Insurance Premiums	10,954.38	13,818.00	13,818.00	79.28
E24	Special Facilities	3,772.50	4,400.00	4,400.00	85.74
E25	Catering Supplies	22,885.61	39,980.00	39,980.00	57.24
E26	Agency Supply Teaching Staff	25,208.43	25,000.00	25,000.00	100.83
E27	Bought-In Professional Services - Curriculum	1,645.00	3,000.00	3,000.00	54.83
E28	Bought-In Professional Services - Other	12,964.60	15,785.00	15,785.00	82.13
I01	Funds delegated by LA	-45,225.00	-67,394.00	-67,394.00	67.11
I03	High Needs Top Up Funding	-35,152.27	-67,995.00	-67,995.00	51.70
I06	Other Government Grants	-1,200.00	0.00	0.00	0.00
I07	Other Grants and Payments Received	0.00	-232.00	-232.00	0.00
I08B	Other Income from Facilities and Services	-5,409.88	-8,427.00	-8,427.00	64.20
I09	Income from Catering	-2,086.30	-8,500.00	-8,500.00	24.54
I10	Receipts from Supply Teacher Insurance Claims	-12,217.34	-6,500.00	-6,500.00	187.96
I11	Receipts from Other Insurance Claims	-1,731.78	0.00	0.00	0.00
I12	Income from Contributions to Visits	0.00	-11,500.00	-11,500.00	0.00
I18	Additional Grant for Schools	-9,535.05	-7,980.00	-7,980.00	119.49
I99	Contingency	0.00	41,363.00	103,160.00	0.00
		680,421.34	1,365,007.00	1,426,804.00	47.69

Appendix 2

Final Actuals for Grants October 2022

Actuals for Budget Share up to 30/09/22

Cfr2	Cfr2 (T)	Actuals	Original Budget	Revised Budget	% Spent
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E03	Education Support Staff	149,699.70	299,292.00	299,292.00	50.02
E04	Premises Staff	19,340.26	48,490.00	48,490.00	39.89
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I18	Additional Grant for Schools	-9,535.05	-7,980.00	-7,980.00	119.49
I99	Contingency	0.00	41,363.00	103,160.00	0.00
		680,421.34	1,365,007.00	1,426,804.00	47.69

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

Appendix 3- MTFP Financial Summary. ***Please note, this will be shared in the meeting following the School Finance Visit on Tuesday 18/10/22.*