St Michael's CE Primary School

Finance/HR and Staffing/Health and Safety

UPDATE Report to Governors

Presented to Governors Date: Wednesday 4th January 2023

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 End of November 2022 (See Appendix 2)
- Grant Summary Reports End of November 2022 (See Appendix 3)
- Devolved Capital
- School Fund
- 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 2-Schools Actuals Budget Report 30th November 2022 and Appendix 3 Actuals Grant Reports 30th November 2022.

School met with School Finance Team in October and November following the last Governor meeting, therefore, please see visit notes attached below:

School Code	S316

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School Visit Information Log

Name of School:	Louth St Michael's
Date of Visit:	07/11/2022
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: 31/01/2023
Visit 2: 26/04/2023
Visit 3: 28/06/2023
Visit 4: 18/10/2023
Visit 5: 31/01/2024
Visit 6: 25/04/2024
Visit 7: 28/06/2024

School Requirements from visit: Review all grant funding and enter NI adjustment
Actual Work carried out during visit: Reviewed all grant funding and expenditure Increased PPLAC funding Entered all covid funding and expenditure Reconciled all payroll costs year to date Entered adjustment into the budget for NI amendment

Tasks Outstanding for School to complete: Correct validation errors
Hoople Housekeeping tasks (Actions Required):

Tasks Outstanding for Schools Finance to complete: LM to email about inflated Apprentice Levy charges on UIFSM – LM has sent email on 08/11/2022

Projected Budget Share Carry Forward		**Total Projected Pupil Premium Carry Forward (note): Each grant is independent but shown here as a total**	
Previous Year:	(61,796)	Previous Year:	(22,054)
Current Year:	(54,489)	Current Year:	(18,342)
Year 2:	(77,787)	Year 2:	(18,367)
Year 3:	(59,456)	Year 3:	(13,819)
Year 4:	20,761	Year 4:	(11,057)
Year 5:	142,653	Year 5:	(11,679)
Projected UIFSM Carry Forward:	(219)	Projected PE & Sport Carry Forward:	20
Note: Any figures in brackets demonstrate an underspend			

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

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	313		X
Year 3	314		X
Year 4	313		X
Year 5	315		X

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

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 were completed by 31st October. Pay recommendations were anonymised and sent to identified Finance Governors for review.
- Head Teacher PM review carried out in November 2022 by approved panel. Pay recommendation made.
- 2 resignations for Lunchtime Supervisors were received in November.
- 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 maternity cover for a period of 1 year, in KS1 will be advertised for March 2023.
- One Teaching Assistant is currently being monitored and supported through the LCC Absence Management procedures at Stage 1.
- Staff absence linked to illness continues to be high.

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. The insurance claim for this was settled at £5000 and will be received by the school before the end of the financial year.
- A risk assessment has been completed for the pond area/wildlife area which is now in place for use as part of the forest school provision.
- Annual Health and Safety audit to be completed by Head Teacher and H&S governor by January 23rd 2023. A date to be scheduled at the meeting.

Appendix 1

Actuals for Budget Share to the end of November 2022.

Actuals for Budget Share 2022/23 up to 30/11/2022

Cfr2	Cfr2 (T)	Actuals	Original Budget	Revised Budget	% Spent
E01	Teaching Staff	477,584.51	752,382.00	752,382.00	63.48
E03	Education Support Staff	219,129.35	299,292.00	299,292.00	73.22
E04	Premises Staff	22,247.20	48,490.00	48,490.00	45.88
E05	Administrative & Clerical Staff	67,828.15	91,091.00	91,091.00	74.46
E07	Cost of Other Staff	8,586.72	3,307.00	3,307.00	259.65
E08	Indirect Employee Expenses	2,941.41	5,046.00	5,046.00	58.29
E09	Staff Development & Training	6,908.60	4,000.00	4,000.00	172.72
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	20,308.29	15,000.00	15,000.00	135.39
E13	Grounds Maintenance & Improvement	2,093.04	3,300.00	3,300.00	63.43
E14	Cleaning & Caretaking	13,544.90	14,296.00	14,296.00	94.75
E15	Water & Sewerage	3,433.94	5,521.00	5,521.00	62.20
E16	Energy	8,093.94	19,731.00	19,731.00	41.02
E17	Rates	26,880.00	26,880.00	26,880.00	100.00
E18	Other Occupation Costs	5,044.96	5,576.00	5,576.00	90.48
E19	Learning Resources	42,369.79	51,700.00	51,700.00	81.95
E20	ICT Learning Resources	22,353.87	28,200.00	28,200.00	79.27
E22	Administrative Supplies	2,817.98	4,823.00	4,823.00	58.43
E23	Other Insurance Premiums	10,954.38	13,818.00	13,818.00	79.28
E24	Special Facilities	3,222.00	4,400.00	4,400.00	73.23
E25	Catering Supplies	28,606.84	39,980.00	39,980.00	71.55
E26	Agency Supply Teaching Staff	27,974.31	25,000.00	25,000.00	111.90
E27	Bought-In Professional Services - Curriculum	1,003.50	3,000.00	3,000.00	33.45
E28	Bought-In Professional Services - Other	13,094.60	15,785.00	15,785.00	82.96
I01	Funds delegated by LA	-68,759.00	-67,394.00	-67,394.00	102.03
I03	High Needs Top Up Funding	-48,794.71	-67,995.00	-67,995.00	71.76
I06	Other Government Grants	-1,200.00	0.00	0.00	0.00
I07	Other Grants and Payments Received	729.00	-232.00	-232.00	-314.22
I08B	Other Income from Facilities and Services	-13,250.30	-8,427.00	-8,427.00	157.24
I09	Income from Catering	-3,473.80	-8,500.00	-8,500.00	40.87
I10	Receipts from Supply Teacher Insurance Claims	-13,142.34	-6,500.00	-6,500.00	202.19
I11	Receipts from Other Insurance Claims	-1,731.78	0.00	0.00	0.00
I12	Income from Contributions to Visits	-2,244.05	-11,500.00	-11,500.00	19.51
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
		897,173.48	1,365,007.00	1,426,804.00	62.88

Appendix 2

Final Actuals for Grants up to the end of November 2022

Cfr2	Cfr2 (T)	Costc	Actuals	Original Budget	Revised Budget	% Spent
E01	Teaching Staff	S316AA	777.51	2,500.00	2,500.00	31.10
E03	Education Support Staff	S316AA	36,450.42	48,887.00	48,887.00	74.56
E07	Cost of Other Staff	S316AA	11,563.69	39,478.00	39,478.00	29.29
E08	Indirect Employee Expenses	S316AA	109.45	205.00	205.00	53.39
E09	Staff Development & Training	S316AA	2,000.00	2,500.00	2,500.00	80.00
E19	Learning Resources	S316AA	2,681.59	2,700.00	2,700.00	99.32
E20	ICT Learning Resources	S316AA	787.25	0.00	0.00	0.00
E24	Special Facilities	S316AA	1,911.75	2,225.00	2,225.00	85.92
E25	Catering Supplies	S316AA	796.33	900.00	900.00	88.48
E27	Bought-In Professional Services - Curriculum	S316AA	33.00	0.00	0.00	0.00
E28	Bought-In Professional Services - Other	S316AA	2,625.00	2,500.00	2,500.00	105.00
I05	Pupil Premium	S316AA	-56,092.50	-105,260.00	-105,260.00	53.29
I99	Contingency	S316AA	0.00	3,365.00	14,878.00	0.00
		S316AA	3,643.49	0.00	11,513.00	31.65
E19	Learning Resources	S316AB	0.00	0.00	0.00	0.00
I05	Pupil Premium	S316AB	-160.00	-320.00	-320.00	50.00
I99	Contingency	S316AB	0.00	320.00	329.00	0.00
		S316AB	-160.00	0.00	9.00	######
E03	Education Support Staff	S316AC	1,910.34	3,500.00	3,500.00	54.58
E19	Learning Resources	S316AC	923.56	0.00	0.00	0.00
E26	Agency Supply Teaching Staff	S316AC	3,460.59	0.00	0.00	0.00
I01	Funds delegated by LA	S316AC	-342.00	0.00	0.00	0.00
I05	Pupil Premium	S316AC	-4,876.00	-3,000.00	-3,000.00	162.53
I99	Contingency	S316AC	0.00	-500.00	4,620.00	0.00
		S316AC	1,076.49	0.00	5,120.00	21.03
E07	Cost of Other Staff	S316AF	2,701.07	4,961.00	4,961.00	54.45
E19	Learning Resources	S316AF	40.58	0.00	0.00	0.00
I05	Pupil Premium	S316AF	-2,410.00	-4,820.00	-4,820.00	50.00
I99	Contingency	S316AF	0.00	-141.00	5,271.00	0.00
		S316AF	331.65	0.00	5,412.00	6.13
E03	Education Support Staff	S316BA	0.00	1,250.00	1,250.00	0.00
E07	Cost of Other Staff	S316BA	253.90	0.00	0.00	0.00
E08	Indirect Employee Expenses	S316BA	0.00	30.00	30.00	0.00
E12	Building Maintenance & Improvement	S316BA	4,229.92	4,300.00	4,300.00	98.37
E19	Learning Resources	S316BA	4,891.37	500.00	500.00	978.27
E22	Administrative Supplies	S316BA	40.00	0.00	0.00	0.00
E24	Special Facilities	S316BA	1,279.00	2,000.00	2,000.00	63.95

E27	Bought-In Professional Services - Curriculum	S316BA	5,525.00	14,475.00	14,475.00	38.17
I18	Additional Grant for Schools	S316BA	-18,646.00	-18,630.00	-18,630.00	100.09
I99	Contingency	S316BA	0.00	-3,925.00	3,341.00	0.00
		S316BA	-2,426.81	0.00	7,266.00	-33.40
E03	Education Support Staff	S316CF	70.96	0.00	0.00	0.00
E09	Staff Development & Training	S316CF	100.00	0.00	0.00	0.00
E19	Learning Resources	S316CF	213.00	0.00	0.00	0.00
E24	Special Facilities	S316CF	0.00	0.00	0.00	0.00
E27	Bought-In Professional Services - Curriculum	S316CF	875.00	0.00	0.00	0.00
I99	Contingency	S316CF	0.00	0.00	8,686.00	0.00
		S316CF	1,258.96	0.00	8,686.00	14.49
E07	Cost of Other Staff	S316EA	6,954.18	8,169.00	8,169.00	85.13
E08	Indirect Employee Expenses	S316EA	21.76	0.00	0.00	0.00
E25	Catering Supplies	S316EA	15,628.00	29,000.00	29,000.00	53.89
I18	Additional Grant for Schools	S316EA	-20,876.00	-37,791.00	-37,791.00	55.24
I99	Contingency	S316EA	0.00	622.00	19,422.00	0.00
		S316EA	1,727.94	0.00	18,800.00	9.19
I18	Additional Grant for Schools	S316HU	-7,050.00	0.00	0.00	0.00
		S316HU	-7,050.00	0.00	0.00	0.00
I18	Additional Grant for Schools	S316RP	-8,772.50	0.00	0.00	0.00
I99	Contingency	S316RP	0.00	0.00	3,071.00	0.00
		S316RP	-8,772.50	0.00	3,071.00	-285.66
E01	Teaching Staff	S316SL	8,482.71	0.00	0.00	0.00
E07	Cost of Other Staff	S316SL	3,844.30	0.00	0.00	0.00
I18	Additional Grant for Schools	S316SL	-8,754.75	0.00	0.00	0.00
I99	Contingency	S316SL	0.00	0.00	1,965.00	0.00
		S316SL	3,572.26	0.00	1,965.00	181.79
			-6,798.52	0.00	61,842.00	-10.99

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