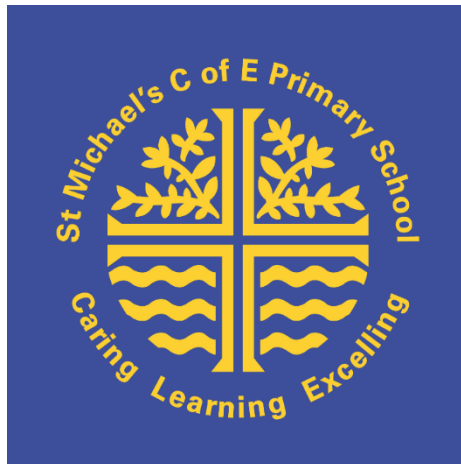




St Michael's CE Primary School
Finance/HR and Staffing/Health and Safety
Report to Governors

Presented to Governors Date: Wednesday 8th February 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:

- MTFP Summary (see Appendix 1)
- Budget Forecast Report January 2023 (see Appendix 2)
- Grant Forecast Report January 2023 (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 1 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 and Forecast Budget Report January 2023 and Appendix 3 Actuals and Forecast Grant Report January 2023.

School met with School Finance Team on 31st January, 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:	31/01/2023
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: 26/04/2023 Visit 2: 28/06/2023 Visit 3: 18/10/2023 Visit 4: 31/01/2024 Visit 5: 25/04/2024 Visit 6: 26/06/2024			

School Requirements from visit: Midday staff from UIFSM – Increased hours – Check correct TLR – Sept – Dec – Check correct S Goddard – Split coding to be reviewed – Discussed Recovery funding BT – Can offer lease line – email sent
Actual Work carried out during visit: Carry forwards checked and correct Checked pupil numbers and school advise correct Added Exclusion funding on tab 3c Added MSAG funding on tab 3c for each year Added additional NFF funding for 2024/25 Checked High Needs funding correct and agrees year to date Updated Teaching staff costs and reconciled year to date Reviewed Teaching overtime and increased Corrected validation issue on tab 5a Corrected formula on UIFSM for midday staff Updated Support staff costs – Difference of approx. £410 year to date Reviewed support staff overtime and amended where required Reviewed all expenditure as a brief overview as school were happy they had already reviewed Reviewed and amended income Reviewed all grants and amended funding and expenditure as required

Tasks Outstanding for School to complete: Enter exclusion funding on tab 3c once confirmed Complete split coding Follow up on outstanding invoices
Hoope Housekeeping tasks (Actions Required): Close old PO's not required

Tasks Outstanding for Schools Finance to complete: LM to progress email with Gemma Harrison – A Archer salary – email sent
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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: (76,568)	Current Year: (15,540)
Year 2: (136,498)	Year 2: (15,115)
Year 3: (185,601)	Year 3: (10,568)
Year 4: (132,977)	Year 4: (10,099)
Year 5: (38,378)	Year 5: (11,361)
Projected UIFSM Carry Forward: (4,064)	Projected PE & Sport Carry Forward: (309)
Note: Any figures in brackets demonstrate an underspend	

Any Concerns (Budget position/Staffing capabilities/Headteacher/Governors: No immediate concerns
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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		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	307		X
Year 2	313		X
Year 3	314		X
Year 4	313		X
Year 5	315		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: £4459.96

Minus commitments for trips/visits etc. school have a balance of £839.04 to spend.

3. HR and staffing update

- School still have a vacancy for a lunch time supervisor. We have been unable to recruit following 3 rounds of advertising.
- A teacher has been appointed for maternity cover for a period of 1 year. The panel consisted of HT, DHT, VC of Governors and KS1 Phase Leader.
- A TA1 has been recruited to start 6th February until 31st July to cover ongoing long term absence.

- One Teaching Assistant is currently being monitored and supported through the LCC Absence Management procedures at Stage 1.
- Staff absence linked to short term illness has reduced since last term.

4. Health and Safety/Maintenance

- The Annual Health and Safety audit was completed by Head Teacher a Governor on 3rd February. A copy of the report will be uploaded to the governor portal. A score of 25/25 was achieved.

Appendices attached separately:

Appendix 1

Medium Term Finance Plan (MTFP) Summary

Appendix 2

Actuals and Forecast for Budget Share to the end of January 2023.

**The Forecast was sent to School's Finance Team on 31.01.23 and usually is returned within 48hours. However, the report was not uploaded to Business World On until 06.02.23*

Appendix 3

Final Actuals and Forecast for Grants up to the end of January 2023

**The Forecast was sent to School's Finance Team on 31.01.23 and usually is returned within 48hours. However, the report was not uploaded to Business World On until 06.02.23*

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