St Michael's CE Primary School

Finance/HR and Staffing/Health and Safety

UPDATE Report to Governors

Presented to Governors Date: Wednesday 29th March 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 Forecast Report March 2023 (see Appendix 1)
- Grant Forecast Report March 2023 (see Appendix 2)
- 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 1-Schools Actuals and Forecast Budget Report January 2023 and Appendix 2 Actuals and Forecast Grant Report January 2023.

School met with School Finance Team on 31st January, please see visit notes attached below:

<u>Devolved Capital:</u>

	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	

<u>School Fund:</u>

Balance: £4459.96

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

3. HR and staffing update

- School have recruited 2 new lunch time supervisors.

- Two adults (TA1) have been temporarily appointed for 6 weeks to a). add capacity to the pastoral team and b). to support a child 1:1 who is pending an EHCP. This will show as overtime claims on the MTFP.
- One Teaching Assistant is currently being monitored and supported through the LCC Absence Management procedures at Stage 2.
- Staff Resignations:
  -1 Lunch Time Supervisor has resigned from her role after 1 year absent.
  -1 Teacher has submitted her notice for retirement from September 2023.
  -1 Teacher has submitted their resignation for September 2023 to pursue a career in secondary education.

4. Health and Safety/Maintenance

- See governor visit report.

Appendix 1

ACTUALS FOR BUDGET SHARE 2022/23 AS AT 22/03/2023

Cfr2	Cfr2 (T)	Actuals	Original Budget	Revised Budget	% Spent	Forecast
E01	Teaching Staff	758,493.19	752,382.00	752,382.00	100.81	760,669.00
E03	Education Support Staff	335,028.84	299,292.00	299,292.00	111.94	340,796.00
E04	Premises Staff	26,770.06	48,490.00	48,490.00	55.21	27,685.00
E05	Administrative & Clerical Staff	97,281.88	91,091.00	91,091.00	106.80	96,999.00
E07	Cost of Other Staff	-12,522.97	3,307.00	3,307.00	- 378.68	-9,850.00
E08	Indirect Employee Expenses	5,210.56	5,046.00	5,046.00	103.26	5,612.00
E09	Staff Development & Training	8,003.60	4,000.00	4,000.00	200.09	8,040.00
E10	Supply Teacher Insurance	15,281.71	15,282.00	15,282.00	100.00	15,282.00
E11	Staff Related Insurance	6,271.52	6,272.00	6,272.00	99.99	6,272.00
E12	Building Maintenance & Improvement	28,474.44	15,000.00	15,000.00	189.83	26,000.00
E13	Grounds Maintenance & Improvement	4,793.44	3,300.00	3,300.00	145.26	4,000.00
E14	Cleaning & Caretaking	27,795.03	14,296.00	14,296.00	194.43	31,019.00
E15	Water & Sewerage	7,461.41	5,521.00	5,521.00	135.15	5,521.00
E16	Energy	17,366.13	19,731.00	19,731.00	88.01	20,963.00
E17	Rates	26,880.00	26,880.00	26,880.00	100.00	26,880.00
E18	Other Occupation Costs	6,658.22	5,576.00	5,576.00	119.41	6,900.00
E19	Learning Resources	56,403.10	51,700.00	51,700.00	109.10	58,242.00
E20	ICT Learning Resources	25,706.22	28,200.00	28,200.00	91.16	26,500.00
E22	Administrative Supplies	3,410.53	4,823.00	4,823.00	70.71	4,004.00
E23	Other Insurance Premiums	10,954.38	13,818.00	13,818.00	79.28	10,954.00
E24	Special Facilities	5,590.25	4,400.00	4,400.00	127.05	4,845.00
E25	Catering Supplies	49,394.99	39,980.00	39,980.00	123.55	40,530.00
E26	Agency Supply Teaching Staff	36,616.63	25,000.00	25,000.00	146.47	38,000.00
E27	Bought-In Professional Services - Curriculum	1,003.50	3,000.00	3,000.00	33.45	0.00
E28	Bought-In Professional Services - Other	13,794.60	15,785.00	15,785.00	87.39	15,535.00
I01	Funds delegated by LA	-69,330.00	-67,394.00	-67,394.00	102.87	-69,330.00
I03	High Needs Top Up Funding	-76,079.62	-67,995.00	-67,995.00	111.89	-76,080.00
I06	Other Government Grants	-1,200.00	0.00	0.00	0.00	-1,200.00
I07	Other Grants and Payments Received	729.00	-232.00	-232.00	- 314.22	729.00
I08B	Other Income from Facilities and Services	-18,590.55	-8,427.00	-8,427.00	220.61	-16,783.00
I09	Income from Catering	-5,431.30	-8,500.00	-8,500.00	63.90	-5,500.00
I10	Receipts from Supply Teacher Insurance Claims	-13,882.34	-6,500.00	-6,500.00	213.57	-14,437.00
I11	Receipts from Other Insurance Claims	-8,627.22	0.00	0.00	0.00	-8,627.00
I12	Income from Contributions to Visits	-5,284.05	-11,500.00	-11,500.00	45.95	-11,500.00
I18	Additional Grant for Schools	-18,435.05	-7,980.00	-7,980.00	231.02	-18,435.00
I99	Contingency	0.00	41,363.00	103,160.00	0.00	0.00
		##########	1,365,007.00	1,426,804.00	94.34	1,350,235.00

Appendix 2

ACTUALS FOR GRANTS 2022/23 AS AT 22/03/2023

Cfr2	Cfr2 (T)	Costc	Actuals	Original Budget	Revised Budget	% Spent	Current Mth Forecast
E01	Teaching Staff	S316AA	1,723.97	2,500.00	2,500.00	68.96	2,000.00
E03	Education Support Staff	S316AA	53,199.10	48,887.00	48,887.00	108.82	53,203.00
E07	Cost of Other Staff	S316AA	40,411.05	39,478.00	39,478.00	102.36	42,043.00
E08	Indirect Employee Expenses	S316AA	181.25	205.00	205.00	88.41	215.00
E09	Staff Development & Training	S316AA	2,000.00	2,500.00	2,500.00	80.00	2,000.00
E12	Building Maintenance & Improvemer	S316AA	0.00	0.00	0.00	0.00	1,000.00
E19	Learning Resources	S316AA	5,914.34	2,700.00	2,700.00	219.05	4,832.00
E20	ICT Learning Resources	S316AA	787.25	0.00	0.00	0.00	787.00
E24	Special Facilities	S316AA	2,050.33	2,225.00	2,225.00	92.15	2,225.00
E25	Catering Supplies	S316AA	1,539.80	900.00	900.00	171.09	1,850.00
E27	Bought-In Professional Services - Curı	S316AA	30.00	0.00	0.00	0.00	45.00
E28	Bought-In Professional Services - Oth	S316AA	3,928.49	2,500.00	2,500.00	157.14	4,000.00
I05	Pupil Premium	S316AA	-112,185.00	-105,260.00	-105,260.00	106.58	-112,185.00
I99	Contingency	S316AA	0.00	3,365.00	14,878.00	0.00	0.00
		S316AA	-419.42	0.00	11,513.00	-3.64	2,015.00
E19	Learning Resources	S316AB	0.00	0.00	0.00	0.00	300.00
I05	Pupil Premium	S316AB	-320.00	-320.00	-320.00	100.00	-320.00
I99	Contingency	S316AB	0.00	320.00	329.00	0.00	0.00
		S316AB	-320.00	0.00	9.00	-3,555.56	-20.00
E03	Education Support Staff	S316AC	3,649.34	3,500.00	3,500.00	104.27	3,500.00
E19	Learning Resources	S316AC	1,745.89	0.00	0.00	0.00	1,800.00
E20	ICT Learning Resources	S316AC	660.00	0.00	0.00	0.00	660.00
E26	Agency Supply Teaching Staff	S316AC	3,460.59	0.00	0.00	0.00	3,461.00
I01	Funds delegated by LA	S316AC	-342.00	0.00	0.00	0.00	-342.00
I05	Pupil Premium	S316AC	-10,996.00	-3,000.00	-3,000.00	366.53	-5,971.00
I99	Contingency	S316AC	0.00	-500.00	4,620.00	0.00	0.00
		S316AC	-1,822.18	0.00	5,120.00	-35.59	3,108.00
E07	Cost of Other Staff	S316AF	5,509.22	4,961.00	4,961.00	111.05	5,480.00
E19	Learning Resources	S316AF	749.12	0.00	0.00	0.00	750.00
I05	Pupil Premium	S316AF	-4,820.00	-4,820.00	-4,820.00	100.00	-4,820.00
I99	Contingency	S316AF	0.00	-141.00	5,271.00	0.00	0.00
		S316AF	1,438.34	0.00	5,412.00	26.58	1,410.00

E03	Education Support Staff	S316BA	0.00	1,250.00	1,250.00	0.00	0.00
E07	Cost of Other Staff	S316BA	271.10	0.00	0.00	0.00	271.00
E08	Indirect Employee Expenses	S316BA	0.00	30.00	30.00	0.00	30.00
E12	Building Maintenance & Improvemer	S316BA	4,229.92	4,300.00	4,300.00	98.37	4,230.00
E19	Learning Resources	S316BA	4,966.32	500.00	500.00	993.26	5,270.00
E22	Administrative Supplies	S316BA	40.00	0.00	0.00	0.00	40.00
E24	Special Facilities	S316BA	1,279.00	2,000.00	2,000.00	63.95	1,350.00
E27	Bought-In Professional Services - Curi	S316BA	14,185.00	14,475.00	14,475.00	98.00	14,395.00
I18	Additional Grant for Schools	S316BA	-18,646.00	-18,630.00	-18,630.00	100.09	-18,629.00
I99	Contingency	S316BA	0.00	-3,925.00	3,341.00	0.00	0.00
		S316BA	6,325.34	0.00	7,266.00	87.05	6,957.00
E03	Education Support Staff	S316CF	70.96	0.00	0.00	0.00	71.00
E09	Staff Development & Training	S316CF	1,300.00	0.00	0.00	0.00	2,162.00
E19	Learning Resources	S316CF	785.98	0.00	0.00	0.00	786.00
E24	Special Facilities	S316CF	0.00	0.00	0.00	0.00	1,420.00
E27	Bought-In Professional Services - Curi	S316CF	875.00	0.00	0.00	0.00	875.00
I99	Contingency	S316CF	0.00	0.00	8,686.00	0.00	0.00
		S316CF	3,031.94	0.00	8,686.00	34.91	5,314.00
E07	Cost of Other Staff	S316EA	9,258.77	8,169.00	8,169.00	113.34	9,574.00
E08	Indirect Employee Expenses	S316EA	33.30	0.00	0.00	0.00	37.00
E25	Catering Supplies	S316EA	24,683.00	29,000.00	29,000.00	85.11	26,000.00
I18	Additional Grant for Schools	S316EA	-20,876.00	-37,791.00	-37,791.00	55.24	-20,876.00
I99	Contingency	S316EA	0.00	622.00	19,422.00	0.00	0.00
		S316EA	13,099.07	0.00	18,800.00	69.68	14,735.00
I18	Additional Grant for Schools	S316HU	-7,050.00	0.00	0.00	0.00	-7,050.00
		S316HU	-7,050.00	0.00	0.00	0.00	-7,050.00
E01	Teaching Staff	S316RP	698.75	0.00	0.00	0.00	0.00
I18	Additional Grant for Schools	S316RP	-11,781.25	0.00	0.00	0.00	-11,781.00
I99	Contingency	S316RP	0.00	0.00	3,071.00	0.00	0.00
		S316RP	-11,082.50	0.00	3,071.00	-360.88	-11,781.00
E01	Teaching Staff	S316SL	8,482.71	0.00	0.00	0.00	8,483.00
E07	Cost of Other Staff	S316SL	3,844.30	0.00	0.00	0.00	3,844.00
I18	Additional Grant for Schools	S316SL	-12,109.50	0.00	0.00	0.00	-12,110.00
I99	Contingency	S316SL	0.00	0.00	1,965.00	0.00	0.00
		S316SL	217.51	0.00	1,965.00	11.07	217.00
			3,418.10	0.00	61,842.00	5.53	14,905.00

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