St Michael's CE Primary School

Finance/HR and Staffing/Health and Safety

Report to Governors

Presented to Governors Date: Wednesday 24th May 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 year (See Appendix 1)
   - Grant Summary reports end of year (See Appendix 2)
   - Medium Term Finance Plan summary May 2023 Scenario A (see Appendix 3)
   - Scenario B, C, D and E (Appendices 4-7)
   - 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 BW (before moving over to the new finance system Hoople for the next financial year) and the MTFP was amended accordingly. See Appendix 1 and Appendix 2.

   We worked with the School Finance Team on 26th April to support with the monitoring of the budget, with updating the MTFP and planning projected spend over 5-years.

   End of year carry forward as of 30th April 2023 has been confirmed as £88,420.

   See notes below from the Finance Team meeting 26/04/23: Please note that the c/f is higher in the latest MTFP (presented to Govs in this meeting) as grants have now been utilised.

School Code	**S316**

Lincolnshire
COUNTY COUNCIL
Working for a better future

School Visit Information Log

Name of School:	Louth St Michael's
Date of Visit:	26/04/2023
Person Carrying out Visit:	Lee Mason
Nature of Visit:	Finance Meeting
Name of Person(s)/Position worked with:	Cara Russell / Sarah Addison

Current Buybback 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: 28/06/2023
Visit 2: 18/10/2023
Visit 3: 25/04/2024
Visit 4: 26/06/2024

School Requirements from visit: Complete 2023/24 finance plan
Actual Work carried out during visit: Entered carry forwards and budget on summary to get correct carry forward Checked pupil numbers and discussed as future years have been increased Updated High Needs funding to reconcile Updated Targeted funding tab Updated Teaching staff costs Entered Teaching overtime budget Updated support staff where required Entered support staff overtime Entered Support staff pay increase estimated at 8% as advised by LM Reviewed/entered all income and expenditure and amended accordingly Updated and checked all grant carry forwards correct

Tasks Outstanding for School to complete: Chase up for charge on R92002 as this appears to be incorrect school Finish completing grant expenditure Finish completing summary tab so validation complete

Tasks Outstanding for Schools Finance to complete:

Projected Budget Share Carry Forward		**Total Projected Pupil Premium Carry Forward (note): Each grant is independent but shown here as a total**	
Previous Year:	(88,420)	Previous Year:	(23,161)
Current Year:	(117,114)	Current Year:	(42,060)
Year 2:	(89,656)	Year 2:	(55,422)
Year 3:	(23,525)	Year 3:	(62,873)
Year 4:	98,794	Year 4:	(65,214)
Year 5:	268,277	Year 5:	(62,426)
Projected UIFSM Carry Forward:	1,361	Projected PE & Sport Carry Forward:	(19,923)
Note: Any figures in brackets demonstrate an underspend			

Any Concerns (Budget position/Staffing capabilities/Headteacher/Governors: No immediate concerns but school should be mindful of year 4 and 5 carry forwards

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 3 onwards	
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:	307		X
Year 1	313		X
Year 2	309		X
Year 3	315		X
Year 4	315		X
Year 5	315		X

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

<u>Scenario Planning:</u>

<u>Scenario A</u>

Current MTFP- with some slight changes to staffing for next year.

- 1 additional TA for 30 hours per week in KS2 Y3/4. Temporary for 1 year to support with significantly high percentage of SEND children moving into the phase from Y2. This includes a child with EHCP.
- EYFS teacher has been redeployed to lead phonics Read Write Inc, reading and speech and language for 1 year, therefore, employment of an ECT 0.90FTE for 1 year has been made to cover this role. The costs for this have been taken from the Recovery Premium, School Led Tutoring Grant and the Homes for Ukraine Grant. This role will form a large focus as part of the SDP next year and impact will be reflected in all relevant grant spend reports.
- TA 1:1 for 20 hours per week linked to child with new EHCP significant needs is also reflected in the plan from September. The Higher Needs funding for this offsets the costs.

Projected Carry Forward: £ 137,155

Budget Implications: Overspend in 2026/27 of £21,410 and 2027/28 of £174,383

All other plans also include A as above.

<u>Scenario B</u>

Scenario B includes:

- Increasing the structure of the pastoral team with 1 additional staff member to support for 1-year, 30 hours per week, pending the needs of the school. This is something that is currently in place temporarily this term and is impacting positively.

Projected carry forward: £124,623

Budget implication to changes: Overspend in 2026/27 £43,447 and 2027/28 of £198,420

Scenario C:

- As above with the exception that the appointment of an additional Pastoral TA would be permanent.

Projected carry forward: £124,623

Budget implication to changes: Overspend in 2026/27 of £106,760 and 2027/28 of £286,555

Scenario D:

- Changing the leadership structure to include an Assistant Head Teacher, 5 days per week, non-classroom based. To advertise externally for a January 2024 start.

Projected carry forward: £121,020

Budget Implications: Overspend in 2025/26 of £68,981, 2026/27 of £248,035 and 2027/28 of £476,599

Scenario E:

- Changing the leadership structure to include an Assistant Head Teacher from September 2023 with 3 days non-classroom time and 2 days class responsibility. An additional teacher would need to be employed to cover the leadership time and this is reflected in the plan. This option would have to be advertised internally.

Projected carry forward: £139,508

Budget Implications: Overspend in 2026/27 of £147,227 and 2027/28 of £349,615.

Devolved Capital:

26	Details and Justification of proposed Devolved Capital to be used 2022/23							
				Entitlement		£	7,476	
				Energy Efficiency		£	16,199	
	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)	£	19,169	**2255 (Devolved c/f)**

27	Details and Justification of proposed Devolved Capital to be used 2023/24							
				Entitlement		£	7,488	£9743 inc carry forward
	Description of work	Block	Room	AMP	AMP Priority		Actual Cost	
	DFC - opening balance £10,458 **Energy Efficiency - opening balance £16,199**							
	Office works						5,477	Balance £4266 as at 04/05/23
					Total Spend for Year	£	5,477	
					Carry Forward (Entitlement less total spend for year)	£	21,180	

*There are stipulations surrounding the spending of the energy efficiency grant which will be explored further.

School Fund:

Current balance to spend £2679.00

3. HR and staffing update

- Mid-term performance management reviews planned for May/June 2023
- Support Staff Performance Management meetings completed in April 2023 with the exception of Site Manager and Cleaners who are being performance managed by an external contractors- Carlton Cleaning UK Ltd.
- We have a new Caretaker, appointed by Carlton Cleaning.
- We successfully recruited 2 Lunch Time Supervisors in April following 2 resignations.
- Teacher Interviews for a Y3/4 and a Y5/6 vacancy will take place w/c 22.05.23
- One Teaching Assistant is currently being monitored and supported through the LCC Absence Management process at Stage 2.

4. Health and Safety/Maintenance

- The Pond House is currently out of use due to rotten walls and bowing window frames. A quote is currently being obtained to look at refurbing this area.
- The ropes and climbing equipment in the hall has been condemned. This has been unused for a number of years now so all of this equipment is being removed over the June half term.