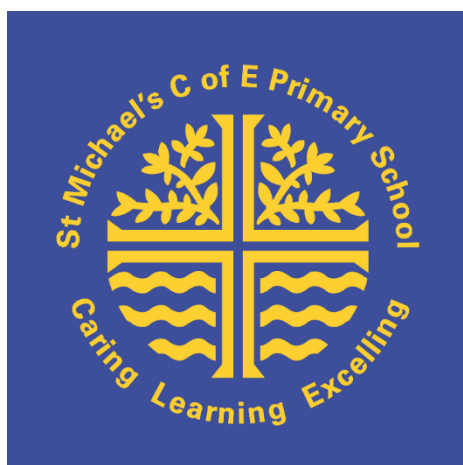




St Michael's CE Primary School
Finance/HR and Staffing/Health and Safety
UPDATE Report to Governors

Presented to Governors Date: Wednesday 4th July 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 Actuals Report June 2023 (See Appendix 1)
- School Fund
- Devolved Capital
- HR and Staffing matters
- Health and Safety updates

2. Financial Position to Date and Forward Projections

All financial actuals have been completed in line with the reports provided BW and the MTFP was amended accordingly. See Appendix 1.

We worked with the School Finance Team on 28th June to support with the monitoring of the budget and updating the MTFP and planning projected spend over 5-years accordingly.

See notes below from the Finance Team meeting 28/06/23:

School Code	S316
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School Visit Information Log

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

School Requirements from visit:

Review and update finance plan

Actual Work carried out during visit:

Checked all carry forwards – Corrected Catch up funding and Homes for Ukraine
 Checked pupil numbers and amended for current year. Discussed future numbers as school have increased based on expected numbers
 Added Exclusion Prevention funding to tab 3c
 Added line on tab 3c for possible shortfall in funding for MSAG
 Amended High Needs funding and reconciled year to date
 Updated Targeted funding tab
 Updated Teaching staff costs and reconciled year to date
 Updated Support staff costs and reconciled year to date
 Updated Support staff overtime budgets as required
 Reviewed all income and expenditure and amended accordingly
 Reviewed all grant funding and expenditure and amended accordingly

Tasks Outstanding for School to complete:

G Ross – TA contracts monthly cost does not appear to agree – LM to review with school once establishment report available in full

Culligan invoice – Very large. This may need further review – CR to review

Consider A40030 to be journalled to A40020 on budget share

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: (95,556)	Current Year: (5,353)
Year 2: (71,602)	Year 2: (931)
Year 3: (20,481)	Year 3: (5,457)
Year 4: 95,903	Year 4: (9,066)
Year 5: 270,719	Year 5: (13,272)
Projected UIFSM Carry Forward: 1,561	Projected PE & Sport Carry Forward: (417)
Note: Any figures in brackets demonstrate an underspend	

Any Concerns (Budget position/Staffing capabilities/Headteacher/Governors:

No immediate concerns but school need to be aware of in year carry forwards and impact on year 4 and 5 financial position.

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		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:	307		X
Year 1	313		X
Year 2	311		X
Year 3	315		X
Year 4	315		X
Year 5	316		X

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

Devolved Capital: No changes since the previous meeting

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
						Energy Efficiency	£		
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 £4,266 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. We have obtained 2 quotes and are awaiting a third.

School Fund:

Current balance to spend £2179.00

3. HR and staffing update

- Mid-term performance management reviews completed in 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.
- Two new teachers were appointed to the vacancies in Y3/4 and Y5/6 on 22.05.23. Both are ECTs.

4. Health and Safety/Maintenance

- The Pond House is currently out of use due to rotten walls and bowing window frames. A quote was obtained to look at refurbishing this area. I will give a verbal update on this in the meeting.
- 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 Summer holidays.