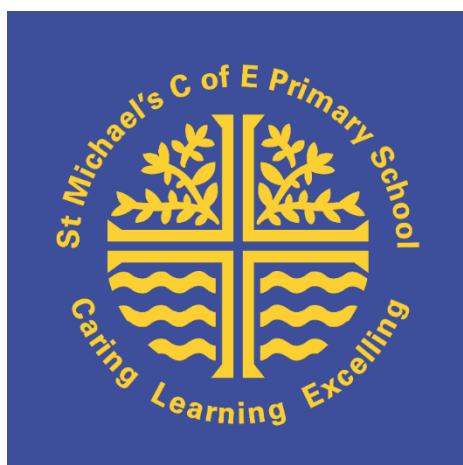




St Michael's CE Primary School
Finance/HR and Staffing/Health and Safety
Report to Governors

Presented to Governors Date: Wednesday 18th October 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 October 2023 (See Appendix 1)
- Grant Summary reports October 2023 (See Appendix 2)
- Medium Term Finance Plan summary October 2023 (See Appendix 3- see excel document)
- 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 Business World On and the MTFP amended accordingly. See Appendix 1-Schools Actuals Budget Report October 2023 and Appendix 2 Actuals Grant Reports October 2023.

School are not meeting with the School Finance Team until 18th October so visit notes will not be available in advance of the meeting.

Devolved Capital:

See MTFP summary page

School Fund:

Balance: £3470.25

3. HR and staffing update

- Performance management reviews for all teachers are timetabled and will be completed by 31st October. Pay recommendations will be anonymised and sent to identified Finance Governors for review.
- Interviews for an internal candidate will be completed for the advertised Y3/4 Teacher maternity cover prior to half term.

4. Health and Safety/Maintenance

- A quote is being obtained for the uneven slabs on the pathway leading up to and around the field.
- The raised manhole cover in the main foyer has been made safe following it being identified as a trip hazard.
- EYFS fencing is rotten and is being replaced over half term.

Appendix 1

Actuals for Budget Share 30.09.23

BUDGET SHARE						
CFR	CFR Text	Costc	Actuals	Original Budget	Revised Budget	% Spent
E01	Teaching Staff	S31600	398,474.74	818,837.00	818,837.00	48.66
E03	Education Support Staff	S31600	192,725.73	398,320.00	398,320.00	48.38
E04	Premises Staff	S31600	6,686.10	13,317.00	13,317.00	50.21
E05	Administrative & Clerical Staff	S31600	45,611.66	91,774.00	91,774.00	49.70
E07	Cost of Other Staff	S31600	2,959.78	-13,859.00	-13,859.00	-21.36
E08	Indirect Employee Expenses	S31600	2,692.59	6,303.00	6,303.00	42.72
E09	Staff Development & Training	S31600	2,657.53	3,500.00	3,500.00	75.93
E10	Supply Teacher Insurance	S31600	14,777.50	17,528.00	17,528.00	84.31
E11	Staff Related Insurance	S31600	5,648.78	6,778.00	6,778.00	83.34
E12	Building Maintenance & Improv	S31600	10,541.18	18,000.00	18,000.00	58.56
E13	Grounds Maintenance & Improv	S31600	746.52	4,000.00	4,000.00	18.66
E14	Cleaning & Caretaking	S31600	24,121.33	32,770.00	32,770.00	73.61
E15	Water & Sewerage	S31600	2,909.82	7,200.00	7,200.00	40.41
E16	Energy	S31600	14,198.88	44,656.00	44,656.00	31.80
E17	Rates	S31600	28,672.00	28,672.00	28,672.00	100.00
E18	Other Occupation Costs	S31600	5,466.37	6,900.00	6,900.00	79.22
E19	Learning Resources	S31600	34,423.13	63,100.00	63,100.00	54.55
E20	ICT Learning Resources	S31600	16,234.37	27,200.00	27,200.00	59.69
E22	Administrative Supplies	S31600	1,680.92	2,910.00	2,910.00	57.76
E23	Other Insurance Premiums	S31600	0.00	12,050.00	12,050.00	0.00
E24	Special Facilities	S31600	4,289.45	5,800.00	5,800.00	73.96
E25	Catering Supplies	S31600	21,053.89	31,400.00	31,400.00	67.05
E26	Agency Supply Teaching Staff	S31600	4,915.52	20,000.00	20,000.00	24.58
E27	Bought-In Professional Services	S31600	1,250.00	2,600.00	2,600.00	48.08
E28	Bought-In Professional Services	S31600	16,303.33	16,953.00	16,953.00	96.17
I01	Funds delegated by LA	S31600	-22,020.00	-51,221.00	-51,221.00	42.99
I03	High Needs Top Up Funding	S31600	-38,726.18	-85,068.00	-85,068.00	45.52
I06	Other Government Grants	S31600	-3,256.93	0.00	0.00	0.00
I08B	Other Income from Facilities & Services	S31600	-5,676.12	-7,800.00	-7,800.00	72.77
I09	Income from Catering	S31600	-2,553.80	-6,000.00	-6,000.00	42.56
I10	Receipts from Supply Teachers	S31600	-369.98	-11,000.00	-11,000.00	3.36
I11	Receipts from Other Insurance	S31600	0.00	-5,500.00	-5,500.00	0.00
I12	Income from Contributions to Schools	S31600	-1,837.45	-11,500.00	-11,500.00	15.98
I18	Additional Grant for Schools	S31600	-6,850.00	0.00	0.00	0.00
I99	Contingency	S31600	0.00	12,358.00	100,777.00	0.00
		S31600	777,750.66	1,500,978.00	1,589,397.00	48.93

Appendix 2

Actuals for Grants 30.09.23

GRANTS						
CFR CFR Text	Costc	Actuals	Original Budget	Revised Budget	% Spent	
E01 Teaching Staff	S316AA	4,787.64	0.00	0.00	0.00	
E03 Education Support Staff	S316AA	27,934.91	58,679.00	58,679.00	47.61	
E07 Cost of Other Staff	S316AA	17,591.23	62,206.00	62,206.00	28.28	
E08 Indirect Employee Expenses	S316AA	83.02	0.00	0.00	0.00	
E12 Building Maintenance & Impro	S316AA	0.00	2,000.00	2,000.00	0.00	
E19 Learning Resources	S316AA	961.26	1,180.00	1,180.00	81.46	
E20 ICT Learning Resources	S316AA	0.00	1,175.00	1,175.00	0.00	
E24 Special Facilities	S316AA	247.75	2,985.00	2,985.00	8.30	
E25 Catering Supplies	S316AA	778.91	1,750.00	1,750.00	44.51	
E27 Bought-In Professional Servic	S316AA	18.00	40.00	40.00	45.00	
E28 Bought-In Professional Servic	S316AA	1,824.00	4,300.00	4,300.00	42.42	
I05 Pupil Premium	S316AA	-32,373.75	-129,495.00	-129,495.00	25.00	
I99 Contingency	S316AA	0.00	-4,820.00	7,096.00	0.00	
	S316AA	21,852.97	0.00	11,916.00	183.39	
E19 Learning Resources	S316AB	726.90	999.00	999.00	72.76	
I05 Pupil Premium	S316AB	-167.50	-670.00	-670.00	25.00	
I99 Contingency	S316AB	0.00	-329.00	0.00	0.00	
	S316AB	559.40	0.00	329.00	170.03	
E03 Education Support Staff	S316AC	2,214.42	4,300.00	4,300.00	51.50	
E07 Cost of Other Staff	S316AC	0.00	7,263.00	7,263.00	0.00	
E08 Indirect Employee Expenses	S316AC	35.68	0.00	0.00	0.00	
E09 Staff Development & Training	S316AC	2,350.00	0.00	0.00	0.00	
E19 Learning Resources	S316AC	428.68	450.00	450.00	95.26	
E20 ICT Learning Resources	S316AC	645.84	0.00	0.00	0.00	
I05 Pupil Premium	S316AC	-4,500.00	-6,000.00	-6,000.00	75.00	
I99 Contingency	S316AC	0.00	-6,013.00	-6,013.00	0.00	
	S316AC	1,174.62	0.00	0.00	0.00	
E03 Education Support Staff	S316AF	326.89	0.00	0.00	0.00	
E07 Cost of Other Staff	S316AF	0.00	7,326.00	7,326.00	0.00	
E08 Indirect Employee Expenses	S316AF	1.53	0.00	0.00	0.00	
E19 Learning Resources	S316AF	99.45	0.00	0.00	0.00	
I05 Pupil Premium	S316AF	-1,265.00	-5,060.00	-5,060.00	25.00	
I99 Contingency	S316AF	0.00	-2,266.00	1,708.00	0.00	
	S316AF	-837.13	0.00	3,974.00	-21.07	
E12 Building Maintenance & Impro	S316BA	53.50	3,000.00	3,000.00	1.78	
E19 Learning Resources	S316BA	1,379.17	500.00	500.00	275.83	
E24 Special Facilities	S316BA	349.05	400.00	400.00	87.26	
E27 Bought-In Professional Servic	S316BA	6,045.00	15,500.00	15,500.00	39.00	
I18 Additional Grant for Schools	S316BA	-7,771.00	-18,664.00	-18,664.00	41.64	
I99 Contingency	S316BA	0.00	-736.00	523.00	0.00	
	S316BA	55.72	0.00	1,259.00	4.43	
E07 Cost of Other Staff	S316CF	685.70	8,342.00	8,342.00	8.22	
I99 Contingency	S316CF	0.00	-8,342.00	-4,037.00	0.00	

	S316CF	685.70	0.00	4,305.00	15.93
E07 Cost of Other Staff	S316EA	3,429.84	6,691.00	6,691.00	51.26
E08 Indirect Employee Expenses	S316EA	11.24	50.00	50.00	22.48
E25 Catering Supplies	S316EA	11,179.00	25,000.00	25,000.00	44.72
I18 Additional Grant for Schools	S316EA	-26,522.00	-25,414.00	-25,414.00	104.36
I99 Contingency	S316EA	0.00	-6,327.00	-1,412.00	0.00
	S316EA	-11,901.92	0.00	4,915.00	-242.16
E07 Cost of Other Staff	S316HU	571.41	0.00	0.00	0.00
	S316HU	571.41	0.00	0.00	0.00
E01 Teaching Staff	S316RP	1,838.44	0.00	0.00	0.00
E03 Education Support Staff	S316RP	2,988.98	4,500.00	4,500.00	66.42
E05 Administrative & Clerical Staff	S316RP	3,494.30	0.00	0.00	0.00
E08 Indirect Employee Expenses	S316RP	34.09	0.00	0.00	0.00
E19 Learning Resources	S316RP	1,299.00	0.00	0.00	0.00
E20 ICT Learning Resources	S316RP	4,630.00	4,630.00	4,630.00	100.00
I18 Additional Grant for Schools	S316RP	-6,307.50	-4,298.00	-4,298.00	146.75
I99 Contingency	S316RP	0.00	-4,832.00	2,633.00	0.00
	S316RP	7,977.31	0.00	7,465.00	106.86
E01 Teaching Staff	S316SL	1,654.65	0.00	0.00	0.00
E02 Supply Teaching Staff	S316SL	0.00	1,784.00	1,784.00	0.00
E07 Cost of Other Staff	S316SL	3,384.86	8,110.00	8,110.00	41.74
E08 Indirect Employee Expenses	S316SL	6.40	0.00	0.00	0.00
I18 Additional Grant for Schools	S316SL	-4,792.50	-8,147.00	-8,147.00	58.83
I99 Contingency	S316SL	0.00	-1,747.00	0.00	0.00
	S316SL	253.41	0.00	1,747.00	14.51
		798,142.15	1,500,978.00	1,625,307.00	49.11

S316AA	Pupil Premium
S316AB	Service
S316AC	Looked After Children
S316AF	Post Looked After
S316BA	SPORTS
S316EA	UIFSM
S316CF	Catch-Up Premium
S316HU	Homes 4 Ukraine
S316RP	Recovery Premium
S316SL	School Led Tutoring