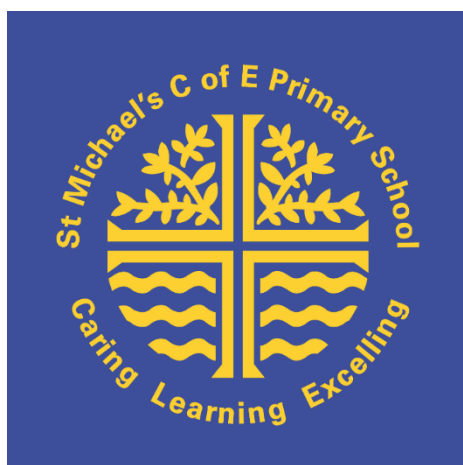




St Michael's CE Primary School
Finance/HR and Staffing/Health and Safety
Update Report to Governors

Presented to Governors Date: Wednesday 13th December 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 December (See Appendix 2)
- Grant Summary reports December 2023 (See Appendix 3)
- Devolved Capital
- School Fund
- LCC School Finance updates
- 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 2-Schools Actuals Budget Report December 2023 and Appendix 3 Actuals Grant Reports December 2023.

School are next meeting with the School Finance Team on 31st January 2024.

Devolved Capital:

Devolved Capital:	£	£	£	£	£	£
B/F Total	(415)	(19,169)	(17,830)	(17,830)	(17,830)	(17,830)
Budget	(23,675)	(7,488)	0	0	0	0
Expenditure	4,921	8,827	0	0	0	0
C/F Total	(19,169)	(17,830)	(17,830)	(17,830)	(17,830)	(17,830)

Includes £16,199 Energy Efficiency grant
Office works April'23 £5477 / FS/KS1 External doors £3350 Aug23

School Fund:

Balance: £2546.71

3. LCC School Finance Updates

- Email received from School's Finance regarding the school's position in relation to the DfE error in the National Funding Formula allocations. This will impact on our future years funding.

schools_finance <schools_finance@lincolnshire.gov.uk>

Thu, 9 Nov,
09:56

to

Dear Colleague

The DfE published the Indicative National Funding Formula (NFF) factor values for 24/25 in July 2023, the values were comparable to those included in the Medium Term Finance Plan for 24/25. Unfortunately, the DfE contacted Local Authorities in early October advising they had identified an error during their initial calculations of the NFF for 24/25, specifically there was an error in forecasting pupil numbers, which means

the overall cost of Core Schools Budgets would be 0.62% greater than funding available. This error has resulted in a reduction in the NFF factor values for 24/25. All formula factors (except Free School Meals) have reduced by 1%. Officers have now worked through this announcement and unfortunately this announcement means that funding incorporated into the MTFP for 24/25 onwards has been overstated.

Schools are advised to undertake the below in order to ensure the funding entered for 24/25 onwards is more realistic.

1. On tab 3b – Schools Block, take the total funding for 2024/25 and multiply by 1%
2. On tab 3c – Schools Block Income, enter the amount from step 1 above in 24/25 as a positive figure (this will have the effect of reducing the schools overall funding)
3. Repeat steps 1 and 2 above for all future years of the MTFP

Please note that until the new MTFP is published as part of the publication of school budget shares in 2024, on tab 3c – Schools Block Income, Mainstream Schools Additional Grant and Teachers Pay Additional Grant should be included for all years.

- **Teacher's pay**, additional grant income allocation for 2023/24 of £15,372.

The DfE has now published the School Teacher's pay and conditions document (STPCD) 2023 which came into force on 13th October (backdated to 1st September 2023).

A 6.5% uplift to all pay points and allowances for both teachers and leaders, apart from a higher uplift of 7.1% for M1.

Teachers' Pay Additional Grant (TPAG) 2023/24

In July we advised that the ESFA had announced additional funding for the Teachers' Pay Additional Grant (TPAG) to support schools with the Teachers' Pay award, with further funding in 2024/25.

Following this announcement, the ESFA has now published the allocations that mainstream schools will receive.

The Local Authority received this funding, for mainstream schools, in late October and this will be passed on to schools in November's allocations.

- **Support Staff (non-teaching) pay increase:**

Following the outcome of the national negotiations by the NJC for Local Government Services, a pay award has been agreed and mapped across the Lincolnshire Pay spine.

The award is for an uplift of £1,925 on spinal column points 2-33 and an increase of 3.88% on spinal column points 34-48.

The pay award has been backdated to 1st April 2023 for all support staff.

4. HR and staffing update

- JH, class teacher began maternity 1 week earlier than expected with her baby arriving on 26.11.23. KT was able to step into her position as class teacher from 27.11.23.

5. Health and Safety/Maintenance

- Uneven slabs around the field pathway have been lifted and re-laid, costing **£830**.

- There are still a number of other slabs that are showing signs of lifting. As part of the recent conditions survey, school have approached property services to consider a longer term solution to this area from the main office all around the front of the building (potentially tarmac).
- Boiler fault fixed, costing **£1243.25**
- The trees at the back of the field have been cut back and made safe which cost **£1200**. The temporary fencing that was erected whilst awaiting the maintenance cost **£336.50**.
- **£457** for metal safety rail over step on the playground, just before the tennis courts.
- The rotten fencing around EYFS has been replaced. Costings were **£3590**.
- LED replacement lights across school **£558.58**
- Security gate intercom replacement **£249**
- As part of devolved capital, we were allocated **£16,199** energy efficiency grant. The biggest savings for school would be to replace lighting to LED throughout school in the areas not already LED. Rodden and Cooper obtained 4 quotes for these works from different contractors.

Please find below prices received which includes for the cost of fittings, Labour and disposal of redundant fittings

- a. £17,637.00 + VAT
 - b. £21,636.00 + VAT
 - c. £28,311.00 + VAT
 - d. Did not return quote
- Due to the costings of these, school have also obtained a quote from another recommended contractor. The 4th quote is inclusive of all of the above with the exception that the lights will be switch not sensors.

The quote is for £9030.09 (inclusive of VAT).

Appendix 2

Actuals for Budget Share 01.12.23

BUDGET SHARE AND ALL GRANTS						
CFR	CFR Hierarchy Level 2 (T)	Costc	Actuals	Original Budget	% Spent	Forecast
E01	Teaching Staff	S31600	522,495.18	818,837.00	63.81	824,235.00
E03	Education Support Staff	S31600	293,810.54	398,320.00	73.76	417,422.00
E04	Premises Staff	S31600	9,765.93	13,317.00	73.33	13,346.00
E05	Administrative & Clerical St	S31600	65,908.29	91,774.00	71.82	91,774.00
E07	Cost of Other Staff	S31600	-17,262.98	-13,859.00	124.56	1,286.00
E08	Indirect Employee Expense	S31600	3,317.61	6,303.00	52.64	6,776.00
E09	Staff Development & Trainii	S31600	6,962.23	3,500.00	198.92	5,000.00
E10	Supply Teacher Insurance	S31600	14,777.50	17,528.00	84.31	14,777.00
E11	Staff Related Insurance	S31600	5,648.78	6,778.00	83.34	5,649.00
E12	Building Maintenance & Imj	S31600	15,808.29	18,000.00	87.82	17,605.00
E13	Grounds Maintenance & Im	S31600	1,244.20	4,000.00	31.11	3,000.00
E14	Cleaning & Caretaking	S31600	30,855.11	32,770.00	94.16	34,350.00
E15	Water & Sewerage	S31600	5,077.77	7,200.00	70.52	7,200.00
E16	Energy	S31600	17,308.31	44,656.00	38.76	42,011.00
E17	Rates	S31600	28,672.00	28,672.00	100.00	28,672.00
E18	Other Occupation Costs	S31600	8,210.78	6,900.00	119.00	7,750.00
E19	Learning Resources	S31600	43,799.34	63,100.00	69.41	65,088.00
E20	ICT Learning Resources	S31600	21,182.62	27,200.00	77.88	27,200.00
E22	Administrative Supplies	S31600	2,934.86	2,910.00	100.85	3,090.00
E23	Other Insurance Premiums	S31600	0.00	12,050.00	0.00	12,050.00
E24	Special Facilities	S31600	3,299.65	5,800.00	56.89	5,800.00
E25	Catering Supplies	S31600	29,269.49	31,400.00	93.21	31,650.00
E26	Agency Supply Teaching St	S31600	12,733.59	20,000.00	63.67	20,000.00
E27	Bought-In Professional Ser	S31600	3,050.00	2,600.00	117.31	3,200.00
E28	Bought-In Professional Ser	S31600	16,943.33	16,953.00	99.94	17,921.00
I01	Funds delegated by LA	S31600	-67,150.00	-51,221.00	131.10	-67,149.00
I03	High Needs Top Up Fundin	S31600	-53,392.84	-85,068.00	62.76	-90,837.00
I06	Other Government Grants	S31600	-3,256.93	0.00	0.00	0.00
I08B	Other Income from Facilitie	S31600	-11,035.69	-7,800.00	141.48	-7,800.00
I09	Income from Catering	S31600	-4,267.20	-6,000.00	71.12	-6,000.00
I10	Receipts from Supply Teacl	S31600	-369.98	-11,000.00	3.36	-11,000.00
I11	Receipts from Other Insura	S31600	0.00	-5,500.00	0.00	-5,500.00
I12	Income from Contributions	S31600	-13,642.22	-11,500.00	118.63	-11,500.00
I18	Additional Grant for School	S31600	-6,850.00	0.00	0.00	0.00
I99	Contingency	S31600	0.00	12,358.00	0.00	0.00
		S31600	985,847.56	1,500,978.00	62.03	1,507,066.00

Appendix 3

Actuals for Grants 01.12.23

E01	Teaching Staff	S316AA	10,776.30	0.00	0.00	2,462.00
E03	Education Support Staff	S316AA	39,462.75	58,679.00	67.25	61,769.00
E07	Cost of Other Staff	S316AA	42,857.38	62,206.00	68.90	63,204.00
E08	Indirect Employee Expense	S316AA	113.17	0.00	0.00	160.00
E12	Building Maintenance & Imj	S316AA	0.00	2,000.00	0.00	2,000.00
E19	Learning Resources	S316AA	1,235.32	1,180.00	104.69	1,417.00
E20	ICT Learning Resources	S316AA	1,175.00	1,175.00	100.00	1,175.00
E24	Special Facilities	S316AA	2,909.75	2,985.00	97.48	2,985.00
E25	Catering Supplies	S316AA	1,185.45	1,750.00	67.74	1,900.00
E27	Bought-In Professional Ser	S316AA	18.00	40.00	45.00	40.00
E28	Bought-In Professional Ser	S316AA	2,318.00	4,300.00	53.91	4,300.00
I05	Pupil Premium	S316AA	-64,747.50	-129,495.00	50.00	-129,495.00
I99	Contingency	S316AA	0.00	-4,820.00	0.00	0.00
		S316AA	37,303.62	0.00	313.05	11,917.00
E19	Learning Resources	S316AB	726.90	999.00	72.76	999.00
I05	Pupil Premium	S316AB	-335.00	-670.00	50.00	-670.00
I99	Contingency	S316AB	0.00	-329.00	0.00	0.00
		S316AB	391.90	0.00	119.12	329.00
E03	Education Support Staff	S316AC	2,785.70	4,300.00	64.78	4,300.00
E07	Cost of Other Staff	S316AC	4,390.99	7,263.00	60.46	6,929.00
E08	Indirect Employee Expense	S316AC	35.68	0.00	0.00	50.00
E09	Staff Development & Trainii	S316AC	2,350.00	0.00	0.00	0.00
E19	Learning Resources	S316AC	805.99	450.00	179.11	700.00
E20	ICT Learning Resources	S316AC	645.84	0.00	0.00	646.00
E27	Bought-In Professional Ser	S316AC	1,200.00	0.00	0.00	1,200.00
I05	Pupil Premium	S316AC	-10,680.00	-6,000.00	178.00	-9,870.00
I99	Contingency	S316AC	0.00	-6,013.00	0.00	0.00
		S316AC	1,534.20	0.00	22.10	3,955.00
E03	Education Support Staff	S316AF	328.95	0.00	0.00	327.00
E07	Cost of Other Staff	S316AF	1,077.04	7,326.00	14.70	7,349.00
E08	Indirect Employee Expense	S316AF	1.53	0.00	0.00	0.00
E19	Learning Resources	S316AF	119.02	0.00	0.00	119.00
I05	Pupil Premium	S316AF	-2,530.00	-5,060.00	50.00	-5,060.00
I99	Contingency	S316AF	0.00	-2,266.00	0.00	0.00
		S316AF	-1,003.46	0.00	-25.25	2,735.00

E12	Building Maintenance & Im	S316BA	191.18	3,000.00	6.37	200.00
E19	Learning Resources	S316BA	591.29	500.00	118.26	860.00
E24	Special Facilities	S316BA	390.50	400.00	97.63	600.00
E27	Bought-In Professional Ser	S316BA	11,085.00	15,500.00	71.52	15,395.00
I18	Additional Grant for School	S316BA	-18,668.00	-18,664.00	100.02	-18,668.00
I99	Contingency	S316BA	0.00	-736.00	0.00	0.00
		S316BA	-6,410.03	0.00	-509.14	-1,613.00
E07	Cost of Other Staff	S316CF	685.70	8,342.00	8.22	4,305.00
I99	Contingency	S316CF	0.00	-8,342.00	0.00	0.00
		S316CF	685.70	0.00	15.93	4,305.00
E07	Cost of Other Staff	S316EA	5,041.30	6,691.00	75.34	7,489.00
E08	Indirect Employee Expense	S316EA	13.49	50.00	26.98	50.00
E25	Catering Supplies	S316EA	17,354.00	25,000.00	69.42	25,500.00
I18	Additional Grant for School	S316EA	-26,522.00	-25,414.00	104.36	26,522.00
I99	Contingency	S316EA	0.00	-6,327.00	0.00	0.00
		S316EA	-4,113.21	0.00	-83.69	59,561.00
E07	Cost of Other Staff	S316HU	3,395.01	0.00	0.00	7,012.00
I99	Contingency	S316HU	0.00	0.00	0.00	0.00
		S316HU	3,395.01	0.00	48.16	7,012.00
E01	Teaching Staff	S316RP	1,838.44	0.00	0.00	0.00
E03	Education Support Staff	S316RP	3,011.07	4,500.00	66.91	0.00
E05	Administrative & Clerical St	S316RP	3,494.30	0.00	0.00	0.00
E08	Indirect Employee Expense	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	100.00	0.00
I18	Additional Grant for School	S316RP	-9,606.25	-4,298.00	223.51	0.00
I99	Contingency	S316RP	0.00	-4,832.00	0.00	0.00
		S316RP	4,700.65	0.00	62.97	0.00
E01	Teaching Staff	S316SL	1,654.65	0.00	0.00	1,655.00
E02	Supply Teaching Staff	S316SL	0.00	1,784.00	0.00	0.00
E07	Cost of Other Staff	S316SL	4,710.65	8,110.00	58.08	8,181.00
E08	Indirect Employee Expense	S316SL	6.40	0.00	0.00	6.00
I18	Additional Grant for School	S316SL	-6,367.50	-8,147.00	78.16	-6,449.00
I99	Contingency	S316SL	0.00	-1,747.00	0.00	0.00
		S316SL	4.20	0.00	0.24	3,393.00
		#####		1,500,978.00	62.36	1,598,660.00

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