St Michael's CE Primary School

Finance/HR and Staffing/Health and Safety

Report to Governors

Presented to Governors Date: Wednesday 7th February 2024

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 January 2024 (See Appendix 1)
- Grant Summary reports January 2024 (See Appendix 2)
- MTFP Summary (See Appendix 3)
- School Finance Visit Notes (See Appendix 4)
- 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 1-Schools Actuals Budget Report January 2024 and Appendix 2 Actuals Grant Reports January 2024.

Head Teacher and Bursar met with the School Finance Team on 31st January 2024. See Appendix 4 for visit notes.

Devolved Capital:

Devolved Capital:	£	£	£	£	£	£
B/F Total	(415)	(19,169)	(15,619)	(15,619)	(15,619)	(15,619)
Budget	(23,675)	(7,488)	0	0	0	0
Expenditure	4,921	11,038	0	0	0	0
C/F Total	(19,169)	(15,619)	(15,619)	(15,619)	(15,619)	(15,619)

Recent spend: ICT equipment for each classroom costing £2210 (x 8 I-pads).

Lighting, to be completed over Easter, utilising energy efficiency grant funding. Cost £9,030

Lighting quote approved in the last governor meeting on 13th December 2023.

School Fund:

Final figure for School Fund of £2778.69 plus £753 banked to budget share in error (this is being rectified) so total balance of £3531.69

RECONCILIATION REPORT

Card Account	Amount
Tea/Coffee/Milk	£262.69
Swimming	-£1,401.10
Equipment	-£546.14
Charity	£0.00
Trips	-£6,900.77
Sponsored Event	£722.26
Interest	£0.37
Educational Activities	-£1,220.35
Uniform	£0.00
Donations	£311.33
Transfer to LCC	£0.00
Balance B.F.	£9,769.84
Petty Cash	£232.03
Audit	£0.00
Y6 Residential 2023	-£890.00
YV Goods	£0.00
PTFA	£2,833.19
Non PTFA Money Raised	-£394.66
Spare	£0.00
Spare	£0.00
TOTAL - ACCOUNT BALANCES	£2,778.69 **

Commitments to pay the following:

Music Teacher (Autumn Term) enrichment £720.50. Therefore, leaving £2,911.69 with £2,833.19 of this amount being PTFA funds raised.

3. LCC School Finance Updates

- School Finance Team are not completing/uploading finance forecast reports currently. These will resume in a fortnight. Therefore, we have manually added our latest budget forecast amounts to the appendix reports. Please note that % spent to date (actuals) is against the original budget column not the forecast.

4. HR and staffing update

- Absence Management processes are being followed at Stage 1 for 1 staff member (non-teaching).

5. Health and Safety & Building & Maintenance

- E12- buildings and maintenance budgeted £18, 000, however, spend to date (31st January 2024) is £22,529. This has been increased to £28,000 on the MTFP.

  Unplanned maintenance includes: making paving slabs safe, replacing FS rotten fencing £3590, metal pole on step in playground, replacing toilet systems/plumbing/taps £930 and £658, door access control system £3,675 on KS1 safeguarding need, MBA blinds £2328. Boiler fault December and call out £1313. Pond House £586.

  Still to be billed in this financial year: Boiler- broken pump had to be replaced at £2922, new toilet flooring KS1 to make safe £1,033.

- E14: Cleaning- contract: £33,000 on plan. Includes 3 cleaners and caretaker. Actuals £35,000.

Additional costings include planned maintenance work carried out by caretaker (emptying roof and refurbing the pond house).

- E16: Electricity: Budgeted £22,000 as advised by SFT. Current spend £15,989.81 with forecast estimated based on average bills which should total between £19,000 and £21,000. Therefore, we have kept the forecast as originally set to reflect worst case scenario.

- E16 Gas: Budgeted £20,000 and current spend of £6,523.42. 3 more bills to come out Dec-Feb. Forecast changed to £14,000 to reflect worst case scenario. For future years, we have been advised to be cautious and to raise our forecast from £4,000 to £7,000 until further communication is received from SFT.

- E18 Refuse charges have increased by £800 due to upfront costs of new food waste bins being introduced. Long term, this will reduce the cost of refuse collection due to our large bins being charged on weight. The introduction of food waste bins will ensure we are not charged excess rubbish weight each week.

- Other premises cost budgeted £3,500 with actuals of £5,800. This includes purchase of caretaking shed for storage (as boiler room cannot be used) £917 and £1200 for trees to be cut back and made safe.

- E23- Significant reduction in insurance premiums. See Appendix 1.

Appendix 1

Actuals for Budget Share 31.01.24

*Forecast inputted manually

CFR	CFR Hierarchy Level 2 (T)	Actuals	Original Budget	% Spent	Forecast
E01	Teaching Staff	686,134.14	818,837.00	83.79	825,299.00
E03	Education Support Staff	372,302.93	398,320.00	93.47	449,680.00
E04	Premises Staff	12,195.65	13,317.00	91.58	14,627.00
E05	Administrative & Clerical Staff	82,526.41	91,774.00	89.92	100,324.00
E07	Cost of Other Staff	-20,455.34	-13,859.00	147.60	-37,560.00
E08	Indirect Employee Expenses	4,514.21	6,303.00	71.62	6,754.00
E09	Staff Development & Training	7,637.23	3,500.00	218.21	7,700.00
E10	Supply Teacher Insurance	14,777.50	17,528.00	84.31	14,777.00
E11	Staff Related Insurance	5,648.78	6,778.00	83.34	5,649.00
E12	Building Maintenance & Improvem	22,964.48	18,000.00	127.58	27,605.00
E13	Grounds Maintenance & Improvem	1,741.88	4,000.00	43.55	2,500.00
E14	Cleaning & Caretaking	35,826.61	32,770.00	109.33	38,819.00
E15	Water & Sewerage	5,077.77	7,200.00	70.52	7,200.00
E16	Energy	22,513.33	44,656.00	50.42	36,011.00
E17	Rates	28,672.00	28,672.00	100.00	28,672.00
E18	Other Occupation Costs	9,963.56	6,900.00	144.40	11,050.00
E19	Learning Resources	51,676.90	63,100.00	81.90	61,812.00
E20	ICT Learning Resources	21,722.28	27,200.00	79.86	25,000.00
E22	Administrative Supplies	2,940.69	2,910.00	101.05	3,833.85
E23	Other Insurance Premiums	0.00	12,050.00	0.00	7,757.00
E24	Special Facilities	4,872.80	5,800.00	84.01	6,530.00
E25	Catering Supplies	39,938.09	31,400.00	127.19	46,060.00
E26	Agency Supply Teaching Staff	13,089.59	20,000.00	65.45	16,500.00
E27	Bought-In Professional Services -	3,050.00	2,600.00	117.31	3,050.00
E28	Bought-In Professional Services -	18,168.33	16,953.00	107.17	18,604.00
I01	Funds delegated by LA	-67,150.00	-51,221.00	131.10	-67,149.00
I03	High Needs Top Up Funding	-70,403.41	-85,068.00	82.76	-89,757.00
I06	Other Government Grants	-3,256.93	0.00	0.00	-3,256.93
I08B	Other Income from Facilities and S	-15,479.21	-7,800.00	198.45	-15,479.32
I09	Income from Catering	-5,666.00	-6,000.00	94.43	-7,000.00
I10	Receipts from Supply Teacher Insu	370.02	-11,000.00	-3.36	-10,000.00
I11	Receipts from Other Insurance Cla	0.00	-5,500.00	0.00	-7,000.00
I12	Income from Contributions to Visit	-18,187.72	-11,500.00	158.15	-18,500.00
I18	Additional Grant for Schools	-13,525.00	0.00	0.00	-13,925.00
I99	Contingency	0.00	12,358.00	0.00	0.00
		1,254,201.57	1,500,978.00	83.56	1,496,184.00

Appendix 3

Actuals for Grants 31.01.24

CFR	Account	Costc	Actuals	Original Budget	% Spend	Forecast
E01	Teaching Staff	S316AA	1,728.55	0.00	0.00	1,897.00
E03	Education Support Staff	S316AA	48,934.83	58,679.00	83.39	58,406.00
E07	Cost of Other Staff	S316AA	53,905.18	62,206.00	86.66	65,099.00
E08	Indirect Employee Expenses	S316AA	174.09	0.00	0.00	250.00
E12	Building Maintenance & Improvement	S316AA	1,460.00	2,000.00	73.00	2,000.00
E19	Learning Resources	S316AA	1,235.32	1,180.00	104.69	1,819.00
E20	ICT Learning Resources	S316AA	1,175.00	1,175.00	100.00	1,175.00
E24	Special Facilities	S316AA	3,003.35	2,985.00	100.61	3,135.00
E25	Catering Supplies	S316AA	1,522.85	1,750.00	87.02	2,050.00
E27	Bought-In Professional Services-Curric	S316AA	18.00	40.00	45.00	18.00
E28	Bought-In Professional Services-Other	S316AA	3,099.00	4,300.00	72.07	4,300.00
I05	Pupil Premium	S316AA	-97,121.25	-129,495.00	75.00	-129,495.00
I99	Contingency	S316AA	0.00	-4,820.00	0.00	
		S316AA	19,134.92	0.00	0.00	10,654.00
E19	Learning Resources	S316AB	726.90	999.00	72.76	999.00
I05	Pupil Premium	S316AB	-502.50	-670.00	75.00	-670.00
I99	Contingency	S316AB	0.00	-329.00	0.00	
		S316AB	224.40	0.00	0.00	329.00
E03	Education Support Staff	S316AC	3,487.37	4,300.00	81.10	4,300.00
E07	Cost of Other Staff	S316AC	6,248.16	7,263.00	86.03	7,558.00
E08	Indirect Employee Expenses	S316AC	41.02	0.00	0.00	50.00
E09	Staff Development and Training	S316AC	2,350.00	0.00	0.00	0.00
E19	Learning Resources	S316AC	875.99	450.00	194.66	1,130.00
E20	ICT Learning Resources	S316AC	1,148.53	0.00	0.00	1,149.00
E27	Bought-In Professional Services-Curric	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	
		S316AC	4,671.07	0.00	0.00	5,517.00
E03	Education Support Staff	S316AF	328.95	0.00	0.00	327.00
E07	Cost of Other Staff	S316AF	1,876.88	7,326.00	25.62	8,052.00
E08	Indirect Employee Expenses	S316AF	1.67	0.00	0.00	1.67
E19	Learning Resources	S316AF	119.02	0.00	0.00	119.02
I05	Pupil Premium	S316AF	-3,795.00	-5,060.00	75.00	-5,060.00
I99	Contingency	S316AF	0.00	-2,266.00	0.00	0.00
		S316AF	-1,468.48	0.00	0.00	
E12	Building Maintenance & Improvement	S316BA	191.18	3,000.00	6.37	191.18
E19	Learning Resources	S316BA	591.29	500.00	118.26	750.00
E24	Special Facilities	S316BA	401.75	400.00	100.44	401.00
E27	Bought-In Professional Services-Curric	S316BA	15,225.00	15,500.00	98.23	15,225.00
I18	Additional Grant for Schools	S316BA	-18,668.00	-18,664.00	100.02	-18,668.00
I99	Contingency	S316BA	0.00	-736.00	0.00	
		S316BA	-2,258.78	0.00	0.00	-2,100.82

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	
		S316CF	685.70	0.00	0.00	4,305.00
E07	Cost of Other Staff	S316EA	6,301.55	6,691.00	94.18	7,566.00
E08	Indirect Employee Expenses	S316EA	19.85	50.00	39.70	35.00
E25	Catering Supplies	S316EA	20,370.00	25,000.00	81.48	25,500.00
I18	Additional Grant for Schools	S316EA	-26,522.00	-25,414.00	104.36	26,522.00
I99	Contingency	S316EA	0.00	-6,327.00	0.00	
		S316EA	169.40	0.00	0.00	59,623.00
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	
		S316HU	3,395.01	0.00	0.00	7,012.00
E01	Teaching Staff	S316RP	1,838.44	0.00	0.00	1,839.00
E03	Education Support Staff	S316RP	3,011.07	4,500.00	66.91	2,989.00
E05	Administrative & Clerical Staff	S316RP	3,494.30	0.00	0.00	3,494.00
E08	Indirect Employee Expenses	S316RP	35.39	0.00	0.00	35.39
E19	Learning Resources	S316RP	1,299.00	0.00	0.00	1,299.00
E20	ICT Learning Resources	S316RP	4,630.00	4,630.00	100.00	4,630.00
I18	Additional Grant for Schools	S316RP	-12,905.00	-4,298.00	300.26	0.00
I99	Contingency	S316RP	0.00	-4,832.00	0.00	
		S316RP	1,403.20	0.00	0.00	14,286.39
E01	Teaching Staff	S316SL	1,654.65	0.00	0.00	1,655.00
E02	Education Support Staff	S316SL	0.00	1,784.00	0.00	0.00
E07	Cost of Other Staff	S316SL	6,247.81	8,110.00	77.04	8,181.00
E08	Indirect Employee Expenses	S316SL	6.40	0.00	0.00	6.40
I18	Additional Grant for Schools	S316SL	-7,942.50	-8,147.00	97.49	-6,449.00
I99	Contingency	S316SL	0.00	-1,747.00	0.00	0.00
		S316SL	-33.64	0.00	0.00	

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