**Finance Officer Report for Leadership & Resources Committee Meeting**

Date of meeting: 24 September 2019

**Financial Information**

* The Prime Minister has recently pledged to invest £14bn in Education over the next three years and the Local Authority (LA) is holding Headteacher and School Business Manager (SBM) briefings to explain how this news will impact Wiltshire Schools. More news to follow.
* Five year budget planning 2019/20 – 2023/24 - our five year budget plan was submitted to the LA on time at the end of June 2019. Note that it included a forecast Number on Roll (NOR) of 101 for Census Day (3 October 2019), at present our NOR is 97.
* Teachers Pay Award 2019/20 –the LA has informed us that a 2.75% pay award has been agreed for teachers from September 2019. Schools have budgeted for a 2% pay award, however the LA has confirmed that the extra 0.75% will be centrally funded via a Teachers Pay Grant again.
* Budget Monitoring – as the financial year starts on 1st April, yet our budget isn’t approved until the end of June and applied to our Financial Management System until July, it is a challenge to get the first budget monitoring report done before the summer holidays as I’d like! Budget monitoring was therefore carried out on 23 August which was more of a housekeeping exercise and a balance/query check of all cost centres. Governors will receive a detailed report as part of the LA Income & Expenditure return we need to submit by 31 October, which will show forecast balances for year end. Our LA Support Accountant is visiting on 11 October 2019 to oversee this.

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| * Donation received – the school received a generous donation of £5,000 from a parent in term 6. The parent hopes the money will be used for *providing extra support, activities and experiences for pupils who teachers think would benefit the most from extra opportunities and help.* This money will therefore be earmarked for this purpose and of course spent wisely. | | |
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* Bank accounts and credit card

The school bank account balance on 31 August 2019 was £119,357.20 – I am arranging for a transfer of approximately £30,000 to be moved into a Fixed Term Deposit account for 3/6 months.

The balance of the school fund account on 31 August 2019 was £1,191.09 (see below).

The balance on the school credit card as at 22 August 2019 was nil.

* Unofficial School Fund Accounts 2018/19 – schools are allowed to hold a separate ‘school fund’ account which is used for non-curriculum based income and expenditure. The financial year for these accounts run from 1 September – 31 August, so the financial year 2018/19 accounts now need to be independently verified. In the past a governor/ex-governor has done this for us however she has now moved on. Therefore the SBM at Lacock and myself have agreed a reciprocal arrangement whereby we do each other’s schools. This will be done before the LA deadline of December.
* Average number of UIFSM and paid/FSM meals being taken daily

These figures are reported to L&R regularly so that meal take-up can be monitored and encouraged. Schools receive funding from the government based on the average percentage take-up of UIFSM on two specific census days during the year, hence we need to encourage as many KS1 pupils as possible to claim their free meals daily.

UIFSM – There are currently 35 children in KS1, one of which is eligible for UIFSM.

FSM – There are seven children eligible for FSM and they usually all claim their free meal daily.

Paid meals – An average of 16 x KS2 paid pupil meals were served daily last term (meaning approximately 42 x KS2 children brought in packed lunches).

An average of 45 meals per day were served last term, the catering contract subsidy is based on 51 meals per day. See separate information attached regarding renewal of catering contract from 31 October 2019.

* Schools Financial Value Standard (SFVS) 2019/20 – yes the cycle begins again! This is a very important LA auditing document that governors are required to complete and submit to the LA by 31 March annually. The SFVS *“helps to provide governing bodies with assurance that the school is meeting the basic standards necessary to achieve a good level of financial health and resource management. The tool can be used to identify possible areas for change to ensure that resources are being used to support high-quality teaching and the best education outcomes for pupils”.*

**Please note the format for 2019/20 has recently changed and there are more sections to complete – therefore please can all L&R governors read the updated guidance which is available here:-**

<https://www.gov.uk/government/publications/schools-financial-value-standard-sfvs>

May I suggest the L&R Chair and I meet soon to discuss the most efficient way of completing this document?

* Purchase of laptops – Richard has suggested that 15 new pupil laptops are purchased in order to replace the slow and old ones that are causing teachers and pupils much frustration. Due to the cost being over £2,000, and in accordance with the school’s Purchasing Policy, quotations have been sought as follows:-

Oakford Technology - £4,935 + installation costs of £200 = £5,155.

Misco - £7,185 (supply only)

Laptops Direct - £5,550 (supply only)

Ionet Systems - £4,530 (supply only)

Please note that the quotations are as’ like for like’ as possible/practical.

Any purchases between £4,000 and £7,000 need to be authorised by the L&R committee.

Richard will review the specifications and quotations further and recommend an option at the L&R meeting.

Leasing laptops instead of purchasing them outright has been considered. The LA Leasing Scheme is still under review and not yet finalised, but Oakford Technology could provide leasing and the cost would be £5,220 over three years. However, as the school has capital money set aside for laptop purchases this financial year, it has been decided not to lease on this occasion.

**Contracts**

Catering Contract – please see attached report for recommended renewal details.

IT Support Contract – our contract with Oakford Technology expires on 22 October 2019, which has cost £1,254. The costs of renewing are:

12 month contract - £1,254 (no change) Three year contract: - £1,192 per year

Having discussed this with Richard, he would like to renew it for a further twelve months when hopefully the collaboration with Lacock will be more formal and a consideration of a joint ICT Support contract could be considered if necessary.

Cleaning Contract – a three year contract was agreed in June 2019 at a cost of £10,154 per annum. However I have identified a discrepancy over the cleaners’ contracted working hours/weeks and I am meeting with our Account Manager next week to discuss further.

**Premises**

* I have been liaising at length with the LA and a drainage company regarding the playground drains. Both channel drains were cleaned out as much as possible on 2 September, however the drain along the bottom of the playground is blocked with large tree roots so the drainage contractor were unable to do a CCTV survey as the LA requested. A solution of two road gullies has been recommended and these will be installed in the playground (the new surfacing won’t be affected), which the LA will fund.
* The new netball court has been painted and looks great (posts to follow soon). The artificial grass on the other section of the playground is being installed during October half term.
* The Admin Office is being redecorated in October half term.

**Health & Safety**

* As per the First Aid Risk Assessment, the numbers of accidents/incidents involving pupils and adults will now be reported to L&R on a regular basis. I can therefore report that since my previous report in June, 72 first aid accidents/incidents involving pupils, 18 of which were head related, and none involving staff.

**Wraparound Care**

* An average of eight children per day are booked into EMC, so it is at 50% capacity, and Fridays in particular have low attendance. The club is just about covering its costs at present.
* The new ASC arrangements with Grassroots seem to be working well, and an average of ten children per day are booked into ASC. Some days it has been full, albeit some of the children are only staying until 4.30pm. It is early days, but it looks like the club is covering its costs at present.

**Policies**

* The Charging & Remissions Policy is due for review and is attached for governor approval. Note that the DfE’s guidance for Charging for School Activities dated May 2018 is still the most current guidance on which our policy is based.
* The Health & Safety policy 2019 wasn’t approved at the June L&R meeting as Richard wanted to include some amendments – can the policy now be ratified?
* I have noticed that in June 2019 the LA issued revised model policies as follows:

Grievance Procedure

Sickness Absence Procedure for Teaching & Support Staff

Disciplinary Procedure

These policies used to come under the remit of the old ‘People’ Committee. I will liaise with Chris Steen to check my understanding of who is responsible for arranging for the school to formally consider, review and adopt these new policies.

**Lettings**

* We have received the following feedback about the Siemens Summer Holiday Club letting:-

*“it was a great success and the team really enjoyed using the school. Next year with the playground being completed will allow us more flexibility in delivering (activities)”.* Active Trowbridge.

*“Thank you very much for allowing us to hire the school during the summer.  The summer childcare was a success for the third year running.  Langley Fitzurse School provides a safe, clean and happy environment for our children to go during the holidays that is close to our Chippenham Siemens site”. All the facilities were provided as agreed.”* Siemens

We are hoping to hear sooner rather than later whether Siemens will be commissioning the club again next summer. Our five year budget plan assumes that we would receive the £4,400 letting income each year.

* Grassroots Sports may be interested in running holiday clubs here after October when the playground work is completed.

**Other items**

* Just a reminder that the Governors’ Scheme of Delegation needs to include the financial limits that Ian Stuart noticed were missing from it regarding purchasing (Section re: Finance Responsibilities, page 14), and details of awarding contracts is in twice - one with limits, one without.
* Teachers would like a set of 15 x ipads/tablets for pupil use. This request has been put forward to the PTA to see if they would like to focus their fundraising this year towards these.

As always, feedback regarding this report is welcomed.

Lizzy Moor

Finance Officer

19 September 2019