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

Date of meeting: 26 November 2019

**Financial Information**

* Income & Expenditure (I&E) Return

The I&E return for the quarter ended September 2019 was completed on 11 October with the assistance of our Support Accountant who carried out her usual financial checks.

Normally the I&E would go to L&R in October, then the next FGB afterwards, but as there was no L&R meeting scheduled for October this year, and the return needs to be submitted to the LA by 31 October, it was forwarded to DB, ES and RH on 15 October and duly signed and submitted to the LA on time. The return is attached herewith for information/discussion.

The next I&E will be completed for December 2019 in the New Year and will go to L&R on 28 January 2020. Hopefully all teacher pay awards will have been officially applied and backdated to September 2019 by then.

* Bank accounts and credit card

The school bank account balance on 1 November 2019 was £105,562.30. On 14 November I transferred £30,000 to a 32 day notice deposit account with Lloyds Bank with interest rate of 0.75%.

The balance of the school fund account on 31 October 2019 was £1,302.93.

The balance on the school credit card as at 22 October 2019 was £631.70.

The credit card statements need to be independently checked as per the LA’s audit advice and our financial procedures. The previous L&R chair used to do this, could another L&R Governor take this on please? It doesn’t generally take long. The statements from February 2019 onwards need checking please.

* Unofficial School Fund Accounts 2018/19 – The SBM at Lacock School kindly independently verified these accounts for us (and I did Lacock’s). A summary of the income and expenditure is attached for information. A declaration needs to be countersigned by the Chair of Governors and submitted to the LA by 31 December, I will give the document to the clerk for DB to sign at the L&R meeting.
* Average number of UIFSM and paid/FSM meals being taken daily

Free School Meals (FSM) are available to parents who receive certain government benefits, and the school will receive Pupil Premium Grant in 2020/21 for all families that have applied and receive (or have received within the last six years) FSM and which are recorded as such on our January 2020 census. I will ask LH to put information about this on a forthcoming newsletter to parents in case there are other families who may be eligible.

UIFSM – There are currently 36 children in KS1, 34 eligible for UIFSM, the other two are FSM.

FSM – There are nine children eligible for FSM, usually about seven claim their free meal daily.

Paid meals – An average of 18 x KS2 paid pupil meals were served daily last term (meaning approximately 38 x KS2 children brought in packed lunches).

An average of 53 meals per day were served last term, the new catering contract subsidy is based on 59 meals per day. Our catering staff have a new Edwards & Ward Area Manager who is keen to make sure promotions and theme days are in place in order to increase meal sales.

* Schools Financial Value Standard (SFVS) 2019/20

ES and myself have met and worked through the new format SFVS and a draft has been prepared for L&R discussion and completion.

Please can all L&R governors read the following information as part of the SFVS process:-

<https://www.gov.uk/government/publications/schools-financial-value-standard-sfvs/2019-to-2020-checklist-guidance>

* Purchase of laptops

The 15 new laptops were installed over half term, and after some teething issues with their connection to the correct wireless range,that took some time for Oakford to realise and fix, they are now working.

* Letting Fee for Summer Holiday Club

Active Trowbridge have confirmed that it would like to let the school facilities again next summer to run a Holiday Club for Siemens, for the fourth year running. Governors need to agree the letting fee that it would like to charge for the period Thursday 23 July – Friday 28 August 2020. Last year we charged £4,400. Please let me know so that I can inform Active Trowbridge.

* Pupil Premium Grant & Sports Premium Grant

A record of the spend to date for these two ring fenced grants is attached for information.

**Premises**

* SR and I met on 6 November 2019 to review and update the Premises Action Plan which he will forward to us all for the meeting. It was satisfying to be able to cross off many of the outstanding works!
* Two new drain gullies were installed in the playground on 12 October, as organised and funded by the LA.
* The artificial grass area was installed in the playground during October half term. The white mini football pitch lines still need to be painted on, plus touch ups to the yellow lines on the netball court are needed following the installation of the netball posts. This paintwork will be completed during a dry spell of weather.
* The Admin Office was redecorated in October half term.
* I have approached the LA to ask if replacement of the playground gates with higher ones could be done more urgently under health and safety grounds (it is currently under consideration for next financial year’s LA budget), following a child climbing a gate recently. The LA reacted very quickly and have been out to site with a contractor to glean estimated costs. Whilst the LA cannot guarantee the work will be given the go ahead, especially as planning advice and permission is needed as the school is in a conservation area, I am hopeful that it will be done sooner rather than later. I have also mentioned other boundary fencing needs that would be beneficial. I will keep in touch with the LA about this.
* Whilst on site, I also showed the LA Technical Support Officer the state of the Roundhouse and reminded him that it has been highlighted on our Buildings Conditions Survey about the dangerous condition of two doors and frames. He said that whilst it does come under LA Capital Works per se, the fact that it is dangerous is due to largely due to repairs and maintenance issue which comes under the school’s remit to fund. I understand that SR is looking for grants that may assist in the redevelopment of the Roundhouse (see further information below under ‘other news’).

**Health & Safety**

* There were 133 first aid incidents in Term 1, 38 of which were head related. None related to staff.
* JN and I carried out a Health & Safety walk on 10 October. Some minor issues were identified which are being dealt with.

**Wraparound Care**

* An average of nine children per day are booked into EMC. Fridays in particular have low attendance. The club is just about covering its costs at present.
* An average of 16 children per day are booked into ASC, and the maximum capacity has been increased to 20 children per day, and on Thursdays it is often fully booked.

**Policies**

I met with CS on 21 October as I was unclear and totally confused about what the procedure is now for policy reviews and how they are administered (including use of the new policy record management system), and who is responsible for which policy – particularly the policies that used to be under the old People Committee remit which many I had noticed hadn’t been updated for several years. It was a very useful meeting for us both.

In an ideal world a member of the L&R committee and a member of the S&P committee would have policy responsibility and therefore keep on track of the ones that need reviewing (i.e. basically what I do for 15 x Finance and H&S ones) throughout the year. This is what happened a few years ago, but with governor/ leadership changes, and workload increases from all directions, the policy side of things seems to have become disorganised. The plan now is for all policies that are definitely current to be put on the new School Bus policy management system, and as policies are updated they are put on there by CS. Then there will be something to celebrate when all policies are on School Bus because we’ll know they are all the most recent editions, and then the reviews will be prompted by the system and directed to the responsible person with a full audit trail available.

I hope L&R agree that I have managed to keep on top of all the Financial, Health & Safety, etc policies for many years and have a comprehensive system in place for making sure all 15 are updated and reviewed regularly by governors. However, following my meeting with Christine, **62** policies have been identified as L&R responsibility. Whilst many of these will be LA Model policies, they still need to be reviewed regularly to make sure they are still the most current version. The impact of taking on management responsibility of an extra 47 policies on behalf of L&R will have a significant effect on my existing challenging workload, I simply won’t have the time to do this in my current working hours. I am not averse to working with Christine to get the policies back on track, but it hasn’t been my responsibility in the past to get so involved in policy administration beyond the 15 that I have taken on board over the years. *I would appreciate L&R feedback on this issue please.*

In the meantime, here are the two policies that L&R need to review and approve please:-

* Contractors Working On Site (attached) – some changes are necessary as detailed. I have used the most recent LA guidance on this to update the policy - the main difference being that the LA no longer issues a list of approved and vetted contractors for schools.
* The Unofficial (Private & Voluntary) School Fund (attached). I have searched for updated LA guidance and found none so am recommending no amendments to it this year.

**Lettings**

* Grassroots Sports were interested in running a holiday club here In October half term, but unfortunately there was no take-up so it didn’t proceed.

**Other news**

* A parent recommended the school has a dehumidifier for use in classroom 003 (currently Chameleon) as he noticed a damp smell in there and thought a dehumidifier would help. He kindly donated the money and it was purchased in October for £130.00. He does not want it used in any other area other than Chameleon.
* We have received a £500.00 donation from Kington Langley Scarecrow Festival 2019, which was applied for to assist with the playground project.
* Hot off the press….RH, SR and I have just come out of a meeting with a parent and his father who have approached the school with the view of making a donation to the school. RH can explain in more detail at the L&R meeting, however a suggestion that seemed to interest all parties present was the potential redevelopment of the Roundhouse area to provide a new indoor multi-functional learning space/classroom. If L&R agree this would be worth pursuing then we can start thinking about our wishlist for the building.

As always, feedback regarding this report is welcomed.

Lizzy Moor

Finance Officer

22 November 2019