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

Date of meeting: 20 November 2018

**Financial Information**

* Teachers’ Pay Grant (TPG)

All teachers received the TPG pay award increase in pay, backdated to 1st September 2018, in their October salary. The school has received £1,640 TPG from the LA this week, which is the grant due until the end of this financial year (Sept 2018 – March 2019). School allocations have been calculated as the NOR multiplied by £16.40, and all schools have been funded on a minimum of 100 pupils. The allocation for the 2019/20 financial year will follow at that time.

* Sports Grant Premium 2018/19 Academic Year

 The DfE have recently confirmed that primary schools will receive £16,000 + £10 per pupil for this academic year. The conditions of the grant have been extended and can be found at:

 <https://www.gov.uk/government/publications/pe-and-sport-premium-conditions-of-> grant-2018-to-2019/pe-and-sport-premium-conditions-of-grant-2018-to-2019- local-authorities-and-maintained-schools

 Note that the new conditions state that the grant cannot be used to fund capital expenditure.

* Unofficial School Fund Accounts 2017/18

Stella Cooper is hoping to complete her audit of these accounts by the end of this week, at which point I will forward the details to L&R governors prior to the November meeting if at all possible.

* Average number of UIFSM and paid/FSM meals being taken daily

 UIFSM – There are currently 26 children in KS1, 24 of which are eligible for UIFSM. An average of 22 of these eligible children are having a meal per day (92%)

FSM – There are still four children eligible for FSM and they are all claiming their free meal daily.

Paid meals – An average of 18 KS2 paid pupil meals are being served daily (out of 49 KS2 children).

An average of 44 meals are currently being served daily.

Note the figures reported last month were inaccurate. Edwards & Ward have since rectified the issue with their records.

The catering contract was renewed on 31 October 2018 and the 5p increase in meal price applied. Edwards & Ward have not yet reduced the staffing hours as per the contract (and in line with reduced meal numbers), but the matter is in hand.

The ASC Snack Bag option is now being offered. It represents good value for money, however take-up is very low at present. I will remind parents that the option is available for any child who attends the ASC.

* Schools Financial Value Standard (SFVS) 2018/19

 The SFVS helps schools to manage their finances and to provide assurance to the LA that they have secure financial management in place. As governing bodies have formal responsibility for the financial management of their schools, the SFVS is primarily aimed at them. Guidance on the completion of the SFVS can be found at:

 <https://www.gov.uk/guidance/schools-financial-value-standard-and-assurance-sfvs>

I also attach a very useful South West Audit Partnership (SWAP) report which explains the types of evidence the schools should be making sure is in place.

As in previous years, the SFVS will be completed section by section by L&R over the course of three meetings with the aim of it being fully completed and submitted to the LA by the 31 March 2019 deadline.

I have included information in Section A to help L&R discuss and agree the comments, evidence and proposed actions that need to be inserted (see blue italicised and blank sections – these are the ones that need L&R completion). You will see I have answered some of the questions, feel free to add/amend to the text.

 Please can L&R complete the section and return it to me by 4 December at the latest.

* Credit Card Statements – the last six months of statements need to be independently checked by a L&R governor please
* Outstanding debts – two families still have fees to pay for Term 1 EMC and ASC. (£206 and £185). One family has instigated weekly repayments to ensure all fees for Term 1 and Term 2 are paid by Christmas. The other family have experienced delays with setting up payments via childcare vouchers but assure me payment is on its way. The school’s debt management policy will be followed should the payment not be forthcoming by the end of November.
* TA Absence costs – one of our full time Teaching Assistants has been signed off work for two months due to illness. She will receive full pay for this period. The additional cost of employing other TAs to cover this absence will be approximately £2,000.

**Wraparound Care**

* Early Morning Club

An average of eight children are attending per day, this is enougjh

* After School late stay club

We now have a regular art specialist on Mondays and Tuesdays, a regular PE specialist on Wednesdays, and a different regular PE specialist on Thursdays. Whilst this still isn’t quite the format we were expecting, it is an improvement, especially as we can now advertise the Wednesday club as ‘fitness circuits’ and Thursdays as gymnastics.

The need for an extra member of staff to be on site until 5.25pm daily still needs addressing so that the Superstars person is not the only adult on site with the children. Whilst teachers are currently volunteering to help with this, a more permanent solution is needed as soon as possible.

**GDPR**

Some progress is being made with the action plan, although there is still a lot to do. I have contacted Somerset Council who offer a Data Protection Officer service and other associated support at a cost of £288 per annum (support visits cost extra). Lacock Schools uses this service and it is likely that the costs may be shared between the two schools. We have not formally purchased this service as yet.

The DfE has recently produced an excellent Data Protection toolkit for schools which I will work through when time permits. The time needed to complete all the GDPR work should not be underestimated.

**Premises**

Euan Sudbury and I met recently to review and update the Premises Action Plan – copy attached.

To avoid confusion following periodic classroom swaps, I will now begin to refer to the classrooms by numbers not names!

001 – Pratten classroom adjacent to EYFS play area (currently Hercules)

002 – Pratten classroom adjacent to boys’ toilets (currently Pegasus)

003 – L-shaped classroom (currently Chameleon)

004 – Classroom at front of school (currently Phoenix)

* New fencing - the replacement fencing at the front of the school by the car park is nearly complete (just one small section to be finished off soon).
* Gazebo roof - the planning permission for the removal of overhanging branches from the trees adjacent to the gazebo has recently been granted so once that work is done, the new gazebo roof can be organised. (A crown lift and canopy reduction to the lime tree in the side garden area will also be arranged).
* Roof leak - during a recent heavy rainstorm, water was running down the inside wall of classroom 004. We had a similar issue before, and roof repairs were carried out in that area in April 2018. I called the contractor out to check the situation and I was informed that the probable cause was the high volume of leaves in the valley (which the contractor has now cleared). The roofer confirmed that the repairs he carried out were still intact. However, another possible cause to this latest leak could have something to do with one of the large roof vents, which is directly above the area where the water was streaming down. I will monitor the situation during the next heavy rainfalls. If there are no more leaks, the problem was likely to be the leaves. If there are more leaks, it could well be something to do with the roof vent.
* Camera door access system – a lengthy letter of complaint has been sent to CIA outlining our disappointment that the system is not fully functioning as per the original specification. CIA have explained that all parts of the system will work apart from being able to release the front door via an ipad, which is due to the school’s firewall, and which is not CIA’s fault. The door can be released by a fixed monitoring station (instead of an ipad) that can be fitted in Cherry Hall, and can be used by Early Morning Club and After School Club staff. Images from the CCTV camera can also be viewed in the Admin Office and the Finance Office.

 CIA have offered to reduce the cost of the works by £500.00. This means the CCTV system would cost £1,350 instead of £1,850. Richard is giving this his consideration.

* Solar panels – I have expressed our interest to the LA and have been informed that it could be quite a while before we hear any more on this.

**Lettings**

* The Grassroots Sports Academy holiday club did not go ahead in the October half term due to lack of numbers but it may well proceed in February half term. More notice will be given to parents next time. Note that a £50 per day letting fee would make the club unviable for Grassroots, so a suggestion of them paying the school £4 for each child attending per day was agreed with Richard (but subject to review depending on uptake).

**Health & Safety**

* A Health & Safety walk was carried out by Richard and Johanna (H&S governor) on 11 October, and the outcome has been documented. All issues raised will be addressed.
* The first fire drill of the academic year took place on 9 November.

**Policies**

* Unofficial (Private & Voluntary) School Fund Policy – reviewed policy attached for L&R approval. The only amendment required is the change of signatory names following recent staff changes.

Note – the policy states that the balance of the school fund account will be reviewed six times a year by L&R – this is why I used to include it on my FO report so I shall start adding it back on!!

* Financial Procedures Manual – updated manual attached for L&R approval. Minor amendments only made regarding staff names, new dinner money system and ParentMail.
* Staff Computer Use Policy – Richard has updated our policy – copy attached for L&R approval (does it need redating?)

If you have any questions about this report, by all means contact me before the meeting.

Lizzy Moor

Finance Officer

12 November 2018