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

Date of meeting: 24 January 2019

**Financial Information**

* Income & Expenditure Return – see separate report attached

This was completed with the assistance of the school’s LA Support Accountant on 11 January. Note that the forecast revenue c/f balance of £70,278 includes ring fenced sports grant of approx. £15K. It also includes 2018/19 PPG that is unlikely to have been spent by the end of March – I need to go through PPG expenditure and plans with Richard before I can confirm what that is likely to be (I estimate about £5K).

All significant variances are explained on the accompanying budget monitoring report but if you have any queries please let me know before the meeting.

* Budget preparation for 2019/20 financial year

The LA income for our next budget will be based on our October 2018 census NOR which was 77 (current NOR is 87). We should receive our LA Budget Share Statement for 2019/20 by the end of February, and the LA will have uploaded the data onto our budget planning software by this time too. The software will include all the government/LA adjustments to teaching and support staff salaries that have been instigated over the last 12 months.

We won’t know our Reception September 2019 intake until April 2019, although if there is any way of finding out sooner then we will.

* ‘Little Extras Funding’

Extra capital funding as announced by the government in October 2018. The LA has recently sent schools a ready reckoner to calculate the value of the capital funding for their school. Ours will be approximately £6,000. Schools are expected to spend the money in the 2018/19 financial year, however the normal terms of devolved formula capital will apply which provide some flexibility for schools to spend the funding over the following two financial years if necessary. The money should be spent on improvements to buildings, equipment and other facilities, such as ICT.

* Implementation of support staff annual pay award – see LA letter attached

The LA has recently informed schools of the implementation of the second part of a two-year national pay deal for support staff from April 2019. It will be a 2% increase for staff currently paid over £26,470 with larger increases below this pay point varying between 7.19% and 2.28%. A new pay spine will also be introduced. Schools will receive an increase of at least 0.5% in their ‘per pupil’ funding in 2019/20 towards this extra cost.

NB: The **FGB** needs to minute the implementation of this award, the new pay and grading model and collective agreement, and update the school’s pay policy with the new pay spine, etc (see LA letter).

* Bank accounts and credit card

The school bank account balance on 31 December 2018 was £100,233. I will look at moving some of this into a Fixed Term Deposit account – Lloyds interest rates range from 0.70% to 1.00% depending on the term of the deposit made.

The balance of the school fund account on 31 December was £1,481.80.

The school credit card had to be cancelled on Saturday 19 January due to the school’s Facebook account being hacked and an unauthorised advert being placed at a cost of £40.00. Liz is dealing with this issue and Facebook are refunding the £40.00. Liz can provide more details if necessary.

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

UIFSM – There are currently 29 children in KS1, 26 of which are eligible for UIFSM. On the recent Census day, the take-up was 23 meals (88%).

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

Paid meals – An average of 19 KS2 paid pupil meals are being served daily so far this term (out of 56 KS2 children).

An average of 46 meals are currently being served daily.

Edwards & Ward have not yet reduced the staffing hours as per the contract (and in line with reduced meal numbers). I have checked this with our Account Manager and have been informed that they will keep the need to reduce the hours on review, at the moment it is fine to keep the catering assistant hours at the same level with no effect on the subsidy we pay.

The ASC Snack Bag option has a reduced price of £1.00 (now excludes a drink). It represents very good value for money. Take-up has increased slightly to three per week.

* Schools Financial Value Standard (SFVS) 2018/19 – separate report attached

I understand that Ian is finalising the answers to Section A from the last L&R meeting. I attach draft answers to Sections B and C for L&R discussion. Sections D and E will then follow for the 14 March L&R, with the whole document needing to be completed and signed off by L&R so that I can submit the full document to the LA before their deadline of 31 March.

* Benchmarking 2017/18 – see separate report and charts attached
* Asset Register

The school’s asset register has been checked and updated. It took longer than usual this year due to the classroom swaps in the summer and items being moved around. Everything has been accounted for apart from Phoenix’s digital camera. I have logged it as missing at the moment but feel confident it will turn up in a cupboard or drawer somewhere

* Outstanding debts

A family still owes £103.00 for ASC Term 2, £75.00 for EMC Term 3, and £96.00 for ASC Term 3. Total owed is £274.00. Weekly repayments of £30.00 are being made to reduce the debt and the parent is keeping in regular contact with me about the monies owed.

* Teaching Assistants

One of our Teaching Assistants is still signed off work due to illness (absence from 22 October 2018 until 2 February 2019 (t.b.c)). She will receive full pay for this period. The additional cost of employing other TAs to cover this absence will be approximately £3,200. TAs are not currently included on the school’s staff absence insurance but this could be a consideration from April, depending on the cost of doing so (apparently some primary schools tend to only cover NPA TAs on their policies).

A new TA has been appointed from 16 January to specifically support a Named Pupil who joined the school in November, for 10 hours per week. The annual cost of this contract will be approx. £5,200, and the NPA allowance the school will receive from the LA is currently £2,023 p.a. (under review). The shortfall needs to be met by the school budget.

**Wraparound Care**

* Early Morning Club

An average of seven children are attending per day. I estimate a profit of £1,000 at year end.

* After School late stay club

Whilst Superstars still haven’t managed to appoint a permanent person for Wednesdays, we do usually have the same person now so there is some regularity at last. As a gesture of goodwill, Superstars have recently given us a morning of sport activities free of charge.

There are on average 10 children attending the ASC daily, and I estimate a profit of £2,800 at year end. **The need for a teacher or other member of staff to stay on site until 5.30pm daily is still a concern.**

**GDPR**

We have now followed Lacock’s lead and formally purchased Data Protection Services from Somerset Council and our DPO is called Amy Brittan. The cost of the service is £288 which is being split between the two schools. Site visits for training and support will cost extra. Amy can provide various templates and model policies to help with our compliance. Our DP policy will need to be updated and I am dealing with this.

**Premises**

* New fencing - the replacement fencing at the front of the school by the car park is now fully complete.
* Gazebo roof – I am waiting for Different by Design to confirm when they will be on site to replace the roof (hopefully within the next month).
* Roof leak – there have been no further roof leaks in classroom 004 (currently Phoenix). An order has been placed for the roof valleys and gutters to be cleared of leaves and I am hoping this will be done in half term, weather permitting.
* Camera door access system – CIA have been back to complete the installation at an agreed reduced cost of £1,350. The CCTV camera position has been moved so that the face of visitors at the front door is now displayed on the monitors. A monitor/intercom system has been installed in Cherry Hall so that the EMC and ASC staff can now see who is waiting at the front door and by pushing a button the staff can release the front door without leaving Cherry Hall. However - a few days after installation a glitch was noticed and the system is not working properly so CIA are working on a resolution. I have also been assured that the possibility of being able to view the camera images and release the front door from an Ipad is still being looked into by the system manufacturers, which is encouraging news.
* I have begun the process of organising ideas and quotes for the works needed to reconfigure the foyer/admin office to increase security, and will report back to L&R in due course.

**Lettings**

* Grassroots Sports Academy may be running a holiday club here during February half term if there enough demand from parents. Grassroots will pay the school £4 for each child attending per day.

**Health & Safety**

* The LA have informed us that they will be on site carrying out a Health & Safety Monitoring Visit on 30 April 2019. I will ensure all our documentation is in order.
* The LA issued updated Emergency Conditions & Major Incident Guidance in November. I am in the process of updating the school’s Emergency & Critical Incident Policy, and the school’s Business Continuity Plan, in light of the updated guidance. In the meantime the School Emergency Management Team met in December, and winter weather and potential school closure procedures were discussed.
* The Parish Council has informed me that it is applying to the LA for a 20mph speed limit in the village.

**Contracts**

* The five year printer/copier contract expires in March so I am in the process of obtaining three quotes.
* The school’s broadband contract also expires at the end of March so I will look into our options.

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

Lizzy Moor

Finance Officer

21 January 2019