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

Date of meeting: 12 March 2019

**Financial Information**

* Budget Monitoring Report (see attached)

This shows our forecast balance at financial year end 31 March 2019. Note there will be fluctuations in support staff costs as some extra TA hours are being made available for targeted interventions this month.

Also note the forecast surplus revenue balance includes unspent Sports Grant of £16,844 and unspent Pupil Premium Grant of £5,600. The main reasons for the revenue surplus being significantly higher than budgeted are covered in the numbered notes on the report.

* ‘Little Extras Funding’

Our capital funding of £6,017 has now been received from the LA. Richard will explain what ICT equipment he would like to use these funds for.

* Financial Year End 2018/19

I am in the process of the various year end procedures, and our LA Support Accountant will be visiting to close down our 2018/19 accounts on 3rd April 2019. We will know our final end of year balances at this time.

* Budget preparation for 2019/20 financial year

On 14 February 2019, we received our Budget Statement for 2019/20 from the LA. It is based on our NOR of 77 as per the October 2018 census, and we will be receiving £356,117 (£40,800 less than 2018/19). An *estimated* Pupil Premium Grant is £21,420 will also be received (similar to 2018/19).

The LA budget planning software (now called Access, not HCSS) has recently been updated for 2019/20 and is ready to use. We need to estimate our NOR for 2020- 2022 for budget planning so it would be helpful if L&R have any views on what it thinks we should input for Reception intake for September 2020, 2021 and 2022, as this has caused much debate in the past. (NB. Known siblings are low). Thank you.

* Bank accounts and credit card

The school bank account balance on 28 February 2019 was £110,076.15.

The balance of the school fund account on 28 February 2019 was £1,654.38.

* 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. Last term an average of 23 UIFSM were served.

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

Paid meals – An average of 20 x KS2 paid pupil meals were served daily last term (out of 59 KS2 children).

An average of 47 meals per day were served last term.

* Schools Financial Value Standard (SFVS) 2018/19 – Sections D & E

I understand that Ian is finalising this document. A copy of the completed and signed document needs to be forwarded to me by 28 March at the very latest so that I have time to submit it to the LA before the 31 March (well, Friday 29 March) deadline.

* Benchmarking Report Card – this was sent to us by the DfE – copy attached for information.
* School Spend Per Pupil – this information is available from the DfE website – copy attached for information.
* Teaching Assistants

A Teaching Assistant has now returned to work on a Phased Return basis, after four months absence.

The new TA appointed In January 2019 to specifically support a Named Pupil is now working 15 hours per week (not 10) following an increase in the pupil’s Named Pupil Allowance. The TA will now cost approximately £8,000 per annum, the NPA is £4,067 p.a., so the £4,000 difference will need to be met from the school budget.

* Teaching Assistants covering classes for a teacher

There are occasions when a TA covers a class, for example when the teacher needs to attend a meeting, or falls ill at short notice. The arrangement that has been in place here historically is that the TA claims the hours as extra pay. For example, if a TA covered a class for a morning that they would normally be working, they would be paid three hours as part of their contract, but would also claim 3 hours pay. Similarly, if the TA was not due to work that day and came in to cover a morning in class, they would claim 6 hours. The payment of TAs was recently brought up at a SBM cluster meeting I attended in Chippenham. Our arrangement seems generous compared to other schools, and in fact it could mean that a TA would actually be paid more per hour than a teacher’s cost. Other schools recommend that TAs have a casual ‘Cover Supervisor’ contract so that they get paid that rate for covering a class. This could be something we consider from September 2019 and a L&R decision would be appreciated. For information the difference in pay rates are:

Current TAs range from £9.94 to £11.19 per hour depending on Grade

Cover Supervisor rate would be £10.54 - £11.19 per hour depending on spinal point within Grade.

* Staff Absence Supply Insurance – separate report to follow

Our policy expires 31 March and I am in the process of obtaining three quotations as per our Purchasing Policy. In the past we haven’t included Teaching Assistants on our policy (just teachers and Finance & Admin staff), however in view of one of our TAs prolonged absence this year, Richard thinks we should consider adding TAs to the policy in future. I have therefore requested quotations with and without TAs.

There is a possibility that not all three quotations will be received in time for review by L&R on 12 March. May I ask that if this is the case, the decision/agreement on how to proceed is taken via email by the Committee.

* Printer/Copier contract – see separate report

Our 5 year contract with Office Evolution comes to an end on 31 March 2019. I have sought three quotations and recommend we change our contract from Office Evolution to Futurform.

* School Insurances (buildings/contents/risks/liabilities, etc)

Please note that the various school insurances that we purchase via the LA Right Choice Scheme will fall for renewal on 1st April. The premium details have not been received from the LA yet, however as the cost is likely to be in the region of £3,200, may I suggest that the authority to purchase is given by Ian and Richard as it will fall within their joint autonomy.

**Wraparound Care**

* Early Morning Club

An average of seven children are attending per day. I estimate a profit of £700 at year end.

* After School late stay club

There are on average 10 children attending the ASC daily, and I estimate a profit of £2,700 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.

Richard would like to change the ASC (and therefore PPA) arrangements from September 2019 and discussions have taken place with our current Morning Club provider, Grassroots Sports, and In2Sport which Lacock use. Richard will explain further at the L&R meeting. We need to give Superstars at least three months notice to terminate the contract.

**Premises**

* Gazebo roof – this was finally completed during February half term!
* Roof valleys and guttering – these were all cleared during February half term with the exception to the gulley on the Early Years Play Area shelter (side nearest main school building), which is always challenging for SNC Maintenance to do due to the design of the shelter and its very close proximity to the building. I will pursue.
* Richard and I met with Wilkins Builders to discuss foyer reconfiguration. Various ideas were considered, however it was highly recommended that we request the services of an architect to assist with a design.
* Camera door access system – the glitch has now been resolved and the system is fully functioning.
* The LA has agreed to organise and fund a drainage survey of the playground, prior to any resurfacing works needed as part of the Playground Transformation Project.
* Now that the front green fencing work has been completed, may I ask the L&R Committee’s views on whether the school should be considering installing further fencing/gates in order to secure the side garden/access area (i.e. just beyond bike racks). This has been mentioned over the years and has come up on a Risk Assessment so I thought it was worth mentioning again now to seek comments and thoughts.

**Lettings**

* Grassroots Sports Academy held a Holiday Club here for one day during the February half term. As attendance was very low, the school only received a small income however it is hoped that the club can be run more regularly during the holidays and attendance will pick up
* Siemens have confirmed that they would like Active Trowbridge to run a Summer Holiday Club here again from 26 July – 30 August 2019 inclusive. Last year we charged a letting fee of £4,275, the year before it was £4,500. Please can L&R decide if the fee should remain at £4,275, or increase, and let me know the agreed fee so I can organise the necessary documentation.
* With regards to an outstanding action point from the L&R meeting on 2 October 2018 asking me to draw up a menu of letting charges, may I suggest that this is deferred. As our lettings are infrequent, may I suggest that the Headteacher or L&R Committee agree specific charges as and when requests to let the school occur, if such requests do not fit into the normal charging structure as detailed in the Lettings Policy already. Please let me know.

**Health & Safety**

* The annual exercise of reviewing our bank of Risk Assessments is very nearly complete, with just a few to be finalised. All potential risks identified will be communicated to staff for awareness purposes, and followed up to ensure resolution.
* 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 so far this academic year there have been 177 accidents/incidents involving pupils, 74 of which were head related, and none involving staff.
* Most staff are receiving the three yearly fire extinguisher training after school on 13 March 2019.
* The school’s Legionnaire’s Risk Assessment has recently been reviewed by the LA contractor. There will be some remedial works to be done, there is a possibility that the LA may fund some of the works necessary.

**Policies**

* Whistleblowing Policy – minor amendments made in red. Nominated governor for Whistleblowing to be named in person as per audit recommendation.
* School Security Policy – various changes (see Track Changes) required

Please note that we have subscribed to The School Bus which is a really useful school management tool (similar to The Key for Leaders) – see <https://www.theschoolbus.net/home> . (You’ve all been emailed login details). It includes a Policy Management System that the school will be using to assist with our policy administration. More news to follow from Chris Steen / Liz Howe in due course.

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

Lizzy Moor

Finance Officer

11 March 2019