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

Date of meeting: 14 May 2019

**Financial Information**

* Financial Year End 2018/19 – Consistent Financial Report (CFR)

Our 2018/19 financial year accounts were finalised by our Support Accountant very early this year, on 3rd April 2019. The report is attached. Our carried forward balances are:

Uncommitted Revenue £48,202

Committed Revenue (PPG) £5,296

Committed Revenue (Sports Grant) £18,135

**Total Revenue c/f to 2019/20 £71,634**

**Formula capital c/f to 2019/20**  **£15,351**

The accompanying Declaration needs signing by the Chair of Governors and returning to me please for submission to the LA by 31 May deadline.

* Five year budget planning 2019/20 – 2023/24

Some scenarios have been prepared, but more tweaking is required before they are presented to L&R due to some further considerations needed regarding TA support requirements from September.

I have been informed that the L&R committee have asked Richard to make the two temporary teacher contracts permanent. I will arrange this with the LA HR payroll team.

Copies of some draft scenarios are attached for L&R information only at this stage. Budget notes and scenario(s) for L&R further discussion and approval will be issued for the June L&R meeting. The L&R then need to recommend a 5 year budget plan (scenario) to the FGB on 24 June for approval which needs to be submitted to the LA by 28 June.

As I’ve done in previous years, I will be offering ‘Budget Clinics’ in May/June for any governors that would like to informally discuss and gain better understanding of the budget scenarios(s) prior to the L&R and FGB meetings in June.

* PE & Sports Premium 2019/20 Academic Year

This is allocated to schools on an academic year basis. It is anticipated that the grant will continue for one more academic year at the higher level (approx. £16,800) and cease completely from August 2020.

Schools have recently received a letter from the LA informing us that only Sports Grant money rolled forward from the 2017/18 academic year can be used to fund capital expenditure, not the 2018/19 or 2019/20 grants due to a change in the DfE’s Conditions of Grant. I have contacted Grant Davis at the LA for clarification as his previous advice to us was different (awaiting reply).

We carried forward £7,221 sports grant from the 2017/18 *financial* year, but approximately £3,000 of that was spent up to the end of August 2018, so approximately £4,300 was unspent as at 31 August 2018.

* Bank accounts and credit card

The school bank account balance on 30 April was £97,066.89.

The balance of the school fund account on 30 April 2019 was £1,402.56.

I have made contact with our new Lloyds Bank relationship manager to request details of the deposit account options we have, so that we can temporarily move some of the balance in the main account and earn more interest.

The school’s aim of becoming cashless and ‘chequeless’ by the end of this academic year is going well – Liz has only had to pay-in at the bank six times since September (it used to be fortnightly!).

Ian is checking the credit card statements for the last six months as per our ‘Use of Payment Card’ policy.

* 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. In Term 4, an average of 24 UIFSM were served per day.

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

Paid meals – An average of 17 x KS2 paid pupil meals were served daily last term (out of 59 KS2 children).

An average of 46 meals per day were served last term. The catering contract subsidy is based on 51 meals per day.

* Staff Absence Supply Insurance 2019/20

Three quotations were received and reviewed at the end of March. It was decided and agreed by the Headteacher and Chair of L&R to move our insurance providers to the LA Pooling Scheme. The cost is £3,519 for the year. The policy now includes TAs as well as Teachers and Admin staff. With a TA having recently broken her wrist and being absent for several weeks, it was a good suggestion of Richard’s to include TAs on the policy for this year!

* Printer/Copier contract

Following some further to-ing and fro-ing with Office Evolution regarding pricing, a new five year contract was agreed with them from 5 April 2019. Lease costs £433.68 per annum. Copy costs are 0.2ppc (mono) and 2ppc (colour), with possibility of a 10% increase on copy costs from Year 3. Approval to proceed with the contract was agreed by L&R via email

* School Insurances (buildings/contents/risks/liabilities, etc) 2019/20

The insurance premium information for 2019/20 was not received from the LA until 20 March. The total cost is £3,115, and renewal was agreed by the Headteacher and Chair of L&R.

* Wiltshire Council Energy Contract with WME

This is a five year contract running from April 2017 – March 2022. Schools have the option to withdraw after three years (i.e. 31 March 2020) if notice is given by September 2019. See attached information from 2017 for further details. In my opinion I see no reason why we would consider withdrawing from the contract based on the benefits of the scheme and the fact that we have experienced no issues whatsoever with the billing and administration of the contract. Schools are kept regularly informed of market updates and price changes.

It has been my intention to do a review of the school’s patterns of energy use and costings for the last couple of years to try and identify any further ways of reducing our energy bills. Alas I haven’t had the capacity to carry this out yet but it remains on my ‘To Do’ list. In the meantime, staff are regularly reminded to be mindful of our energy bills and turn off lights and electrical equipment when not in use, etc.

* Broadband Contract

Our 36 month contract with SWGFL falls for renewal in July 2019. It has cost £2,074 per annum, plus £195.00 for their SafetyNet filtering service, so total of £2,269 p.a.

Renewal quotations have been sought for a new 36 month contract as follows:

1. SWGFL/RM Education - initially quoted same cost as before, but have subsequently reduced to £1,741 + £195 filtering, so total £1,936 p.a.
2. Oakford Technology - £1,790 plus £199 set up fee for the first year, so total £1,989 for Year one, and £1,790 for years two and three. Filtering included in cost.
3. Schools Broadband - £2,200 p.a. including filtering service.

Having discussed the quotations with Richard, we would like to recommend that we change our Broadband provider to Oakford Technology from July 2019, on a 36 month contract basis. We have a successful and established relationship with Oakford Technology as our IT Support Contractors, and it makes sense to have our internet services under the same roof because it will mean any issues will be sorted quicker. It can be rather tedious dealing with SWGFL and their timescales for problem resolutions can be frustrating at times. Other Chippenham primary schools recommend Oakford Technology.

If L&R agree with this recommendation, the commitment over three years would be £5,569 which falls within the L&R autonomy and thus approval from the FGB is not required.

* Cleaning Contract

We moved from our long standing contract with Direct Cleaning Services to Churchills Contract Cleaning last year, and our one year contract is due for renewal on 25 June 2019. After some initial teething problems with the staff who TUPE’d across to Churchills, who then subsequently resigned, I am really pleased with the service we receive from Churchills. The two cleaning operatives are reliable, responsive, approachable, and I have a very good working relationship with both them and our Account Manager, who visits monthly to check standards.

The contract has cost £10,724 this year. To renew the contract for 12 months would be £10,994. To renew the contract for 36 months would be £10,154 per annum.

As per the school’s Purchasing Policy, we do not need to obtain quotations from three different suppliers if a repeat order is made for the same supply and where the price has not increased above the general rate of inflation. In view of this, I recommend we renew the contract with Churchills for 36 months.

If L&R agree with my recommendation, this will also need to go to FGB for approval due to the total cost of the commitment over three years.

**PPA & Wraparound Care changes from September 2019**

As explained by Richard previously, we have now given the appropriate notice to terminate our contract with Superstars who provide our PPA and After School Club with effect from the end of this academic year.

KS1 PPA time will be taken on Tuesdays and covered by Grassroot Sports (PE lessons) and Sarah-Jane Adlington (Music teacher recommended by Richard).

KS2 PPA time will be taken on Thursdays and covered by Grassroot Sports (PE lessons), and Mrs Campbell (French lessons).

Note this change in PPA arrangements will cost the school more than in 2018/19. The cost of our current arrangement is £6,800 per annum. The cost of the new arrangements will be approximately £9,900 p.a. (PE £3,500, Music £2,200, French £4,200).

Grassroot Sports will run After School Clubs until 5.30pm Monday – Thursday, and continue their popular Football Club on Tuesdays, and Multi Skills Sports club on Fridays until 4.30pm. From parents’ point of view the provision will be basically the same as they are receiving now. From a staff point of view, it means that our TAs do not need to do 15 minute ASC registration time, and there doesn’t need to be a teacher on site daily until 5.30pm. Grassroots are providing a second coach for the ASC from 4.30pm – 5.30pm, which means there only needs to be a guaranteed member of staff on site until 4.30pm, which is generally the case anyway. This means the ASC will cost £65 per day, as opposed to the current £38 cost per day.

It would be nice if the teachers could be officially thanked in some way for the commitment they have shown in being on site until 5.30pm since September, as there have been times when it has been very inconvenient for them to do so.

There is no change to Early Morning Club – Grassroots will continue to run this.

**Premises**

* Playground gates/fencing – I have contacted the LA to see if they will fund the replacement of the wooden playground gates and fencing adjacent to the gazebo in order to improve site security under health and safety grounds. A surveyor is visiting next week to take a look.

**Health & Safety**

* James Osler and I carried out a Health & Safety walk on 5 April 2019 and the minor issues identified are being dealt with.
* We had a scheduled H&S Monitoring Visit by the LA on 30 April. We are waiting for the official report of the visit, but Richard and I felt it went well.
* 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 March, 59 first aid accidents/incidents involving pupils, 18 of which were head related, and none involving staff. A new system for recording first aid incidents will be implemented from September.
* The LA has recently confirmed that it will fund the remedial works identified on our Legionella Risk Assessment and they will be completed within 12 months.

**Parish Council Car parking Project & 20mph speed limit request**

* Following recent communication received from the Parish Council, it now needs a formal response from the school to confirm whether or not the school is able to provide funding towards the car parking project. During the early discussions about this between the school and the PC back in 2016, it was the school’s intention to fundraise/contribute, perhaps as time has passed, and with new Headteachers and priorities since the initial discussions, the school’s position has changed. Out of courtesy we should let the PC know the situation.

The Parish Council also needs to know whether the school supports their application to the LA for a 20mph speed limit from the B$122 to the S Bends in the village. The PC has received an objection to this from a villager (Richard has a copy).

Please can this matter be discussed by L&R and a response sent to the PC as a matter of priority?

Lizzy Moor

Finance Officer

10 May 2019