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

**Date of meeting: 20 January 2020**

**Financial Information**

**Income & Expenditure (I&E) Return**

The attached I&E return for the quarter ended December 2109 was completed on 16 January with the assistance of our LA Support Accountant who carried out her usual financial checks as part of the visit.

With only three months left of the 2019/20 financial year, assuming there are no big surprises, the forecast on the accompanying budget monitoring report shows we will have an estimated surplus revenue balance of £48,473. When we set the budget we estimated we would have a surplus of £17,022. A difference of £31,451. Note, however, that the £48K includes unspent Sports Grant of approx. £18,500, plus £4,000 unspent of the June 2019 Parent Donation. These monies will be ring fenced when carried forward to next financial year, as will any unspent Pupil Premium Grant (to be confirmed). This leaves £25,973 general surplus which is £9,000 more than we expected.

Remember that we predicted a NOR of 101 for October 2019 Census when we actually had 97 pupils, which means that the pupil income from the LA for next financial year is likely to be around £12,000 less than we anticipated.

**Next Financial Year – 2020/21**

Schools usually receive their funding certificate from the LA mid-late February, and any updates needed to the budgeting software is usually organised by the LA in time for the release of the budget information. As soon as the certificate is received and the software is ready, I will be able to make a start on the budget planning process.

**Bank accounts and credit card**

The school current account balance on 31 December 2019 was £69,810.91. There is still £30,000 in a 32 day notice deposit account.

The balance of the school fund account on 31 December 2019 was £1,340.78.

The balance on the school credit card as at 22 December 2019 was £142.05. Thank you to HS for independently checking the credit card statements.

**Benchmarking 2018/19**

I have completed this annual exercise and my findings are shared on the attached report and accompanying documents.

The ‘Spend Per Pupil’ data is also available on the Dept for Education website (under performance tables). A snapshot of the data for Wiltshire schools with NOR 70-120 is attached for information.

**SFVS 2019/20**

Just a reminder that this document needs be completed in full and the final version sent to me as soon as possible, so that I can submit to the LA before the March deadline.

**Financial Procedures Manual**

I have carried out the annual review of the manual and a copy is attached for L&R approval. Any amendments made are detailed in red text. Please let me know if there is anything else you would like included.

**Asset Register**

I have carried out the annual asset check and a copy of the updated register has been seen by RH. A large amount of defunct/surplus electrical equipment was disposed of before Christmas, using the same reputable company as in previous years. The asset register gives details of the items disposed.

**Meal numbers Term 2**

Universal Infant Free School Meals (UIFSM) – average take up in Term 2 was 29 per day.

On Census day, 16 January 2020, our UIFSM take up was 92%. Our UIFSM funding income will be based on this amount, which is good.

Free School Meals (FSM) –average take up was 7 per day in Term 2

Paid meals – an average of 18 served per day in Term 2.

Total meals served per day in Term 2 was 56. Note our catering contract subsidy is based on serving 59 meals per day.

**Premises Information**

Perimeter fencing update – I have been maintaining close contact with the LA about the need for replacement fencing, including various meetings with the LA Conservation Officer and Kier Contractor and sub contractor. I got absolutely soaked at every meeting as they seemed to always arrive during a downpour! Whilst the LA cannot guarantee that any works will take place soon ,as it should be going in the bid for the 2020/21 financial year along with other school works and duly prioritised, there is a p*ossibility* it could be done by April 2020 (especially if we agree to the works taking place in term time). Basically, the recommendations not only include two new higher playground gates, but higher fencing on the EYFS play area to replace the blue wooden fence, and an extra gate installed just beyond the bicycle racks to keep the side garden area secure. All gates/fences will be matching bottle green bow top style that the school currently has at the front. Detailed plans will be available before any work commences, and planning permission applied for by the LA.

February Half Term Holiday Club – Grassroots Sports Academy are again hoping to run a holiday club here in half term if they have sufficient interest.

Playground update – Different by Design will arrange for the mini football pitch lines to be painted on the artificial grass, etc. when the weather improves. RH has noticed a couple of dips in the grass which I will talk to the installers about.

**Health & Safety**

Tree Survey Report - it is a LA requirement for schools to have their trees inspected for safety at least every 18 months. Idverde carried out the inspection on 20 November 2019 and a concern has been raised about the Lime tree in the side garden area once again. See excerpt from the report below:



As this particular tree has been the subject of L&R debate previously (‘should it stay or should it go’), RH has suggested that the decision is made by L&R as to whether the recommended bracing system be fitted. *Please let me know so that I can inform Idverde of the decision.*

First Aid Incidents – There were 90 incidents recorded in Term 2, 61 of which were head related. None related to staff.

Health & Safety walk – the next one will be carried out in the next few weeks.

**Policies**

Is there any feedback please from my previous report about the policy administration process in general and in particular the management process agreed for the 62 x L&R policies? Approximately 40 of them are based on LA model policies.

In the meantime, I have reviewed the following ones and attach them for L&R discussion and approval:

* Emergency & Critical Incident Policy
* Staff Well-Being Policy
* Temporary & Fixed Term Contract Dismissal Policy & Procedure
* Probation Periods Policy & Procedure for Support Staff
* Shared Parental Leave Policy
* Paternity Policy
* Adoption Leave Policy
* Redundancy Procedure for Teaching & Support Staff in Schools
* Some Other Substantial Reason (SOSR) Dismissal Policy & Procedure
* Alcohol and Substance Misuse Procedure for Teaching & Support Staff
* TUPE Policy & Procedure
* Ordinary Parental Leave

Please note I am hoping to get the Business Continuity Policy reviewed in time for the L&R meeting, but if I don’t manage it today, would it be possible for it be agreed by L&R governors by email please so it doesn’t have to wait until the next L&R? I don’t envisage any major changes, just updates to names and contact numbers.

**Other news**

GDPR – progress has stalled on this due to my workload. I am hoping to catch up with it during February half term.

Question - what is the next step please with regards to the parent/grandparent who has offered a donation to the school to potentially redevelop the Roundhouse? It would be good to get some balls rolling….

As always, prompt feedback regarding this report and the decisions made at the meeting is always appreciated, as it means I can proceed where I can without having to wait for the minutes to be published.

Lizzy Moor

Finance Officer

17 January 2020