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

**Date of meeting: 24 March 2020**

**Financial Information**

**Financial Year End 2019/20**

I am in the process of completing all the necessary checks and preparations for the closure of the school’s 2019/20 financial year accounts, which will be finalised with our LA Support Accountant on 2 April 2020. At this time I will know the exact details of our surplus revenue and capital balances being carried forward to the 2020/21 financial year.

In the meantime I have carried out a budget monitoring exercise to forecast what the *approximate* balances are likely to be, subject to year end accruals and final adjustments. Copy attached.

Note: Forecast Revenue Surplus of £55,428 includes unspent ring fenced money as follows:

Sports Premium Grant of approx £17,000;

Pupil Premium Grant of approx £4,000,

Parent donation of approx £4,000

**Pupil Premium Grant & Sports Premium Grant 2019/20**

See attached information regarding spend to date, and forecast carry forward balances to 2020/21.

**Next Financial Year – 2020/21**

Schools received their Funding Certificate and associated paperwork for 2020/21 from the LA on 24 February 2020. If you would like a copy, please let me know.

The funding formula for Wiltshire schools is based upon the National Funding Formula (NFF) for schools for the first time. We will be receiving £441,789 for the 2020/21 financial year, excluding PPG. This is based on our NOR of 97 in the October 2019 census and this is £3,400 more than anticipated, even though our actual NOR was less than the 101 we forecast.

I am working through the budget planning for 2020/21 – 2023/24 (I’m about 80% through) and I will be meeting with the Headteacher as usual to formulate budget scenarios for L&R consideration. The LA needs schools to submit their 5 years budget plans by 31 May 2020 this year, which is one month earlier than usual. *Can a L&R meeting be scheduled for week commencing 18 May?*

**Bank accounts and credit card**

The school current account balance on 28 February 2020 was £47,047.74. There is still £30,000 in a 32 day notice deposit account, and I have recently given notice to move £20,000 of it back to the current account as we start a new financial year. The interest rate has dropped to 0.25% from 0.75% following the Bank of England reduction in the base rate.

The balance of the school fund account on 28 February 2020 was £1,065.81.

The balance on the school credit card as at 23 February 2020 was £408.37.

**Benchmarking 2018/19**

Our Benchmarking Report Card from the DfE has arrived – copy attached for information.

**School insurances 2019/20**

Please see separate report attached. L&R to approve spend of £2.715.06 on the insurances purchased through the LA please.

**Staff Absence Insurance 2019/20 (w.e.f. 1 April)**

This issue is made rather more complicated with the current situation with the COVID-19 pandemic potentially meaning teaching and support staff are absent from school for 14 days or more due to self isolation, becoming unwell, or having to take time off to care for dependants. We currently use the LA Supply Pool Insurance Scheme for our staff absence cover, but we have been informed that should the virus result in significant and unprecedented numbers of staff absences across Wiltshire, the scheme may not have sufficient funds to pay out. I am investigating alternative provision with our previous insurers, but I envisage us only moving to another provider should they be able to guarantee any and all claims relating to COVID-19 absences.

As the cost of this insurance is likely to be between £3,400 - £3,900, which comes under the joint £4,000 autonomy of the Headteacher and Chair of L&R, the decision can be made outside of the committee meeting if I all the information I need for a recommendation isn’t forthcoming by 24 March.

**SFVS 2019/20**

This was submitted to the LA on 13 February 2020. Thanks again to ES for his help in making sure this document was considered and approved by L&R and FGB in a timely way. Here is a reminder of the action points that need addressing this year:

* To develop a school strategy for increasing attainment. The L&R Chair will attend the S&P committee before the end of the 2019/20 academic year to change how the school formulates demands on finances. (Note the TD day on 22 May 2020 may also be a good opportunity to discuss this)
* DfE ‘Deals for Schools’ will be explored for future purchases/contracts.

**Financial Procedures Manual**

I believe this was considered and approved at the L&R meeting in January 2020 but as it wasn’t mentioned in the minutes could it be included this time please.

**Meal numbers Term 3**

Universal Infant Free School Meals (UIFSM) – average take up in Term 3 was 29 per day.

Free School Meals (FSM) –average take up was 7 per day in Term 3

Paid meals – an average of 19 served per day in Term 3.

The average total meals served per day in Term 3 was 55. Note our catering contract subsidy is based on serving 59 meals per day.

 **Premises Information**

On 13 February, the LA contract manager for school premises visited along with representatives from Kier to discuss the various premises issues we have raised for LA attention, and also those identified in the Buildings Condition Survey 2017. The purpose of the visit was for Kier to be able to provide quotations for all works to the LA, for LA consideration and prioritisation in due course. Here is a summary:-

* Classroom 003 (currently Chameleon)

 Creaky floor – this is of concern as they are worried that there could be significant damp in the floorboards/struts.

 Strange damp section of wall, plus damp in Pluto (cloakroom area)walls and windowsill.

 *The LA is going to arrange a damp survey again as significant works were done in 2017 to alleviate damp in this classroom but it would appear it has not been fully resolved. More ventilation is needed and I have asked the teacher to make sure windows are regularly opened.*

 *A further visit has been scheduled for 25 March to discuss this classroom.*

 Damp section in corner near bell pull (water was running down the wall during particularly heavy storm six months ago). *Possible cause is broken ridge tile on roof. Scaffolding alone to reach that area would cost approx £20K. The LA have noted this issue and will consider next steps in due course.*

* Staff room

 Terrible smell of damp has resumed. *The LA will replace the small ventilation fan, which is currently broken, with a better one.*

* Roundhouse

 *Photographs of the unsafe doors/frames were taken and Kier will send quotes for repair to the LA in the first instance.*

* Guttering issues generally

 *This is a general problem with all schools as the LA no longer provide an annual gutter clearing service. Our gutters were cleared on 14 March 2020.*

* Fencing/gate update

 *This is now not looking like it is going to be done anytime soon after all. I did ask if just the new playground gates could go ahead on safeguarding grounds, and this will be considered.*

Whilst it is positive news that the LA has our issues on its radar, the clear message from them is that they cannot make any promises of if/when works will be authorised – “we need to be patient”.

Other premises matters…

I haven’t heard any further news from the family of the potential generous donor and the possibility of replacing the Roundhouse with a new classroom/building in that side area. A few weeks ago RH received a message to say their builder is happy to come to site and give advice on what could/couldn’t be built there, but we have heard nothing else since.

Whilst classrooms 001 and 002 were ‘only’ decorated in 2013, they clearly need painting again. It was hoped they would be done in 2019/20 financial year but as it is such a big upheaval for teachers to have their classrooms decorated, it was felt that waiting until the summer holidays 2020 would be more appropriate. Orders for the decorating have been placed at a cost of approximately £900 per class. If budget permits, I suggest a new carpet for classroom 001 at the same time.

**GDPR**

Steady progress is being made with this but there is still a lot of work to do to make sure we are only holding data that we actually need. There needs to be systems in place whereby staff are given the time to thoroughly clear out their electronic and paper documents for children who have left the school in accordance with the Staff Computer Use policy and our Data Retention policy, and staff need to move over to using Microsoft ‘One Drive’, to avoid the use of encrypted memory sticks.

Huw and I will be doing a GDPR ‘walk’ after the Easter holidays.

**Health & Safety**

The school is receiving regular updates from the LA and DfE regarding the Corona virus pandemic. I have asked our cleaning contractors to make sure extra careful cleaning of doors/handles and other touch point surfaces is carried out daily, and that soap dispensers are kept topped up.

The School Emergency Management Team usually meets once a year following the annual review of the Emergency & Critical Incident Policy and Business Continuity Plan. This meeting has not taken place as yet, and the necessity for a meeting will be kept under review.

A Health & Safety walk was carried out by RH and myself on 3 April 2020. All issues (which are minor) identified are in the process of being resolved.

The annual exercise of reviewing the school’s H&S Risk Assessments was completed in February 2020. Involving all staff in this exercise raises awareness of the need and importance for Risk Assessments.

Lime Tree in the side garden area – a cobra brace is being fitted on 7 April 2020.

Record of First Aid incidents –

I understand that ES is going to speak to JN (Health & Safety governor), to ask if she will review the level and type of first aid incidents being recorded on a regular basis. In the meantime here are the number of incidents recorded so far:-



**After School Club**

Feedback was recently requested from staff and parents regarding EMC and ASC in order to gauge satisfaction levels following the new ASC provision by Grassroots Sports introduced from September. Whilst staff feedback tended to be rather negative with regards to structure and the quality of supervision/ activities on offer, the feedback from parents was more positive. All feedback has been discussed with the Grassroots Sports Manager and he is spending more time on site training and mentoring his staff and more resources/games have been purchased. A further review meeting will take place in term 5/6.

The average attendance at EMC is 13 pupils per day (Fridays have low attendance of three pupils). The average attendance at ASC is 14 pupils per day (50 % of pupils only stay until 4.30pm, not 5.25pm).

**Policies**

CS and I have been working very hard together on L&R policy administration over the last few weeks and there is a light at the end of the tunnel – especially for the policies that L&R have inherited from the disbanded People Committee.

I attach the definitive list of L&R policies for your information.

I also attach the following policies for L&R review and approval please:

* Debt Management Policy – *minor update – inclusion of dinner money debts*
* Data Retention Policy – *very minor update regarding updated IRMS toolkit*
* Induction of New Staff Policy (note slight change of name to this policy from ‘New Staff Induction Policy’) – *major update – hybrid of existing very basic policy and a template from the School Bus*
* Disclosure & Barring Service Checks Policy (LA model policy)
* Storage of Disclosure Information Policy & Procedure (LA model policy)
* Disciplinary Policy (LA model policy)
* Grievance Procedure (LA model policy)
* Staff Wellbeing Policy – this is currently with JO for further input, it may/may not be ready for L&R on 24 March.
* Admissions Policy – this is currently with RH for further input, it may/may not be ready for L&R on 24 March.

There will be approximately seven more LA model policies for L&R to review/approve at the next meeting, and then that should mean all 59 L&R policies are approved and current. This was CS’ and my aim by the end of this academic year and we will be celebrating with wine/chocolate! They are all on the School Bus Policy Management System (PMS), so from September 2020 we’ll be able to use that system for reviewing them going forwards and we’ll remove all old versions from our school server as there should be no need for them to be stored on there at all.

I’ll make sure all L&R governors are set up on the School Bus PMS in readiness for September and will explain the new process to you all in good time.

**Other news**

We have a new Edwards & Ward cook following the resignation of the cook on 6 March 2020. A new MDSA has been appointed following the resignation of an MDSA on 10 March 2020.

Swimming sessions started in January 2020, and the shortfall in parent contributions for Term 3 was £170.

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

16 March 2020