

FINANCE NOTES
GOVERNORS STAFFING & FINANCE
19th March 2018

BUDGET 2017-18

Budget Balances

	Original Budget (inc Carry Forward)	Change to Budget Prev Reported	New Budget Changes	Total Budget	Total Spend to Date	Commitment	Available Balance
Main Budget	£1016558	£23235	£1015 Autumn EYFS Update	£1040808	£848423	£81000	£111385
Capital	£10882			£10882	£7165	£0	£3717

Main Budget

The change in budget allocation since last reported is an EYFS recalculation for Autumn Term numbers updated.

The spend to date is attached and includes an estimation of spend to the end of the financial year. The main areas for discussion are:

- Contingency – We are expecting a further increase in the budget of £15762 for the EYFS Spring term recalculation. This may change slightly as there is a second point in each term that the numbers are checked but it will be small.
- Teachers – The surplus is due to the Heads secondment and therefore a reduced salary to the school.
- Teachers Supern – Slight overspend due to a teacher re-joining the pension scheme during the year but this is offset mostly by Heads reduction in salary.
- TA Superan – Overspent due to higher number of TAs in the pension than at the start of the year.
- Repairs and Maintenance – Overspend as discussed previously due to additional carpet in FS2. Commitment remaining is to cover the cost of the new Nursery doors.
- Grounds Maintenance – Overspend is due to expenditure on the artificial grass under the outdoor trim trail and new outdoor bins for the whole school site spend as agreed by governors via email on 9th Feb 2018.
- Free Meals Subsidy – There is an underspend of £28k due to lower pupil numbers in school, (22 less than previous year) and also due to a slightly lower take up of meals,.
- Printing and Design – There is an underspend. The original plan was to look at other booklets similar to the FS2 booklet but this was put on hold due to the amalgamation.
- Ext Prof Services Curriculum – The overspend is due to the increase in PE grant received showing on the income line. There is also some expenditure which will come from next years PE grant.
- Other Grants – We have received £6000 for NLE.

The expected carry forward for the main budget is £106k and for the capital budget is £3717.

Virements

The following virements are requested:

Budget Line	Current Budget	Budget Increase	Budget Decrease	New Budget
Teachers Basic	£388122	0	-£5100	£383022
TA Superan	£17755	£2100	0	£19855
Repairs and Maintenance	£15000	£2500	0	£17500
Grounds Maintenance	£8550	£10500	0	£19050
Free Meals Subsidy	£85000	0	-£14500	£70500
Ext prof Services Curri	£8000	£9500	0	£17500
PE Grant	-£8720	0	-£5000	-£13720
TOTAL	£513707.00	£24600.00	(£24600.00)	£513707.00

Capital Projects

No further spend

BUDGET 2018/19

The budget for the Infant school for 2018-19 is shown below comparing it to last years budget.

Revenue Funding	2017-18	2018-2019	Change	% Change
Core Funding	£866731	£827467	-£39264	-4.53%
High Needs Funding	£5701	£0	-£5701	-£100%
Early Years Funding original budget	£96420	£151274	£54854	56.89%
EYFS Recalc in year	£40012	£5087	-£34925	
Total Revenue Funding	£1008864	£983828	-£25036	-2.48%
Carry Forward	£47706	£106000	£58294	
Total funding Inc Carry Forward	£1056570	£1089828	£33258	3.15%
Capital Funding	£6788	£7036	£248	
Capital Carry	£5721	£3717	-£2004	

Forward				
Total Capital	£12609	£10753	-£1856	

The new core budget is less than last year as the number of pupils has gone down from 243 to 221. However the amount per pupil has gone up by £88 per pupil. Including the projected carry forward the total budget for the infants is £1089.8k.

As a primary school from Sept we will also receive 7/12s of the junior school budget which is equal to £577.3k. Therefore the total budget for the Infants/Primary 2018-19 is £1667.1k, which together with the carry forward will make £1773.1k. The Junior school is currently forecasting a deficit budget. We are not sure if this will be added to their whole budget before 5/12s and 7/12s are taken or whether they will be able to remove the whole deficit within the April to August time frame. We are therefore not sure if the deficit will have an impact on our budget for the next year and we will look into this with education finance to find out.

We have carried out an initial budget plan, see attached, with the following assumptions:

- No deficit from Juniors carried forward
- Carry forward from infants of £106k
- Pupil Premium is also increased by 7/12s of juniors budget in September
- Known staff costs for April to August and the proposed new staff structure for whole primary has been included. Including higher grade costs to cover protected pay where necessary. As this is not known the longest hours have been allocated to the highest grade to ensure the staff salaries are estimated at their highest.
- Unless the actual cost for the year is known the costs for each cost code have been taken from last year minus any year specific items and these have all been enhanced by 7/12s for the juniors costs from Sept. This assumption is based on the fact that the junior school is a similar size school with the same number of classes as the infants from Sept.

The attached LA Plan shows this first pass at the budget plan and shows an expected carry forward of £116.9k slightly higher than our current carry forward. This shows that the planned staff structure is financially viable. This additional budget can now be looked at with a view to specific projects for the coming year and may also be negated by any deficit we may have to take account of from the juniors.

Work will now commence on the budget in detail.

SLAs Update

We plan to stay with all the same SLAs under Bracknell Forest as in the previous year with the addition of the Ed Phycs, which we bought into during the year, and also the PE SLA which we are buying into jointly with the Juniors at the Primary rate for the whole year.

In terms of service contracts we are staying with all our current providers to ensure a smooth transition during the amalgamation and will review all SLAs and contracts in the new year as a single primary school.

We are looking to renew our IT support with Exceedia (now under Smarter Interactive) and have received quotes for just us for April to Aug and then as a primary or as one contract as a primary from April to March. The price has increased significantly as there has not been an increase in their costs since we started with them 5 years ago. The Juniors also use Exceedia so the single contract from April is more cost effective. The support contract they are offering is a Fully Managed Service and allows for 39 weeks of 4hrs support on site which can either be with weekly visits or block booked as required; continuous

remote monitoring of the system to spot and resolve any issues as they occur and look at the systems effectiveness; a 24/7 support desk for reporting issues and resolving them remotely; advice on systems and hardware; 3 engineers assigned to the school so one is always available. The price for both schools is £9850 which is a 40% increase on previous years, this compares to a total price of £11900 if we run separate contracts till August. The service looks good and for a fully managed service the price is around market rates when speaking to other colleagues. We decided in light of the amalgamation that it would be a good idea to stay with our current IT support as Bracknell Forest are planning to bring in another IT company to redo the IT network and they will work with our IT company who using their knowledge of both schools will hopefully ensure a smooth transition to the new system for Sept. Bracknell agreed that it is a good idea not to introduce a new company at this time especially as the company they propose to use for the amalgamation have worked with Exceedia in the past. We will then carry out a full review of the contract next year.

We buy into the Bracknell Forest cleaning contract which has just been renewed and awarded to Birkin. The cleaning cost from previous years was fixed at the start of the previous contract and therefore the new contract has come in at a higher rate. (£20257 compared to £17095 this year.) This is across all cleaning companies and all the tender prices came in at much higher rates than our current contract including the current suppliers. The new management have been into school and met the staff and we are hopeful that the cleaning will improve under the new management.

GDPR

The head and school business manager have attended various GDPR training sessions. The training organised by the East Berkshire School Business Manager group was excellent and was run by a consultant with many years Data Protection experience and several years of delivering GDPR training and as a school, governor himself very relevant to schools. As part of the training we received a set of templates/example documents etc. We have also purchased the IT Governance GDPR toolkit which contains examples of all documents. The next stage is to carry out data mapping to identify all our data, where it comes from, how we store it, the reason to hold it etc. We have started this process and also started putting together an action plan of documents that need reviewing/producing.

It is suggested that we set up a GDPR team comprising of Chief Privacy Officer (Head?); Business Manager; IT support (Exceedia); SENCO; Learning Mentor (Governor DS?)

Attached are two training presentations for Governors to look at along with a Do's and Don'ts list.

Sites & Buildings Update

General

- Roof repairs complete
- Artificial turf installed under outdoor gym on the field plus two outdoor picnic tables purchased
- All waste bins have been replaced including new recycling bins across the whole site.
- New shed in FS2

Condition Survey Items

Condition Item C010373 - As agreed we have gone with C Harvey for the replacement doors at a cost of £4215. There has been a change in regulations regarding external doors so we had to change the spec slightly to allow for this, which is ability to see through the door panel. The costs has remained the same but it did delay the placing of the order. The doors are now on order and should be installed before the end of term

Condition Item C010307 is now complete with the installation of new flooring in FS2.

Governor Walkround

Date for Governor to walk round school with the site controller TBA.