**COLLEGE TOWN PRIMARY SCHOOL**

**BENCHMARKING REPORT**

**FOR**

**FINANCIAL YEAR 2017-18**

**AS**

**COLLEGE TOWN INFANT SCHOOL**

**Benchmark Data for Financial Year 2017-18**

**Comparators used to select comparison schools**

In order to reduce the number of schools to a manageable number the following criteria were selected:

* Infant Schools – 2017-18 is before the amalgamation
* Pupil Numbers within range 250 – 260 (our school 256)
* SEN percentage range in the range 10 – 20 (Our school 16)

This gave a total of 18 schools for the comparison data.

A comparison has also been made with similar sized Bracknell Forest primary schools where our schools data is very different from the above schools to examine whether this is could be due to local costs/authority specific spends/expemditure allocations.

**Benchmarking Data**

The Governments schools financial benchmarking website was used and pdf reports downloaded covering total expenditure; staff; premises’ occupation; supplies and service and Income. Please see attached reports showing expenditure as an amount per pupil.

This report looks at any areas identified within these reports where the school either spent at the top or bottom end of the benchmarked data and identifies the reason or actions required. This report reflects the school prior to the amalgamation and therefore any areas identified may not reflect the current picture of the school and therefore any actions proposed are made with this in mind.

The reports show the total for an area followed by the sub-divisions within that area as follows:

Total Expenditure

* Staff Total
* Premises Total
* Occupation Total
* Supplies and Services
* Cost of Finance
* Community Expenditure
* Special Facilities Total

Staff Total

* Teaching Staff
* Supply Staff
* Education Support Staff
* Administrative Staff
* Other Staff Costs e.g Triaining

Premises Total

* Premises Staff
* Cleaning and caretaking
* Maintenance and Improvement

Occupation Total

* Energy
* Water and Sewerage
* Rates
* Other Occupation Costs
* Other Insurance Premiums
* Catering Expenditure

Supplies and Services Total

* Administrative Supplies
* Educational Supplies
* Brought in Professional Services

Total Income

* Grant Funding Total – Main Budget, High Needs, EYFS, PP, PE and UIFSM Grants
* Self-Generated Funding Total

**STAFF COSTS**

The total staff costs are at the lower end of the expenditure with the Teaching and Education Support staff costs being low.

**Teaching Staff and Supply Costs**

The teaching staff costs are low per pupil compared to the selected schools.

In 2017-18 the Head teachers hours were reduced to 0.5 for the period Jan to March whilst working as the Executive Head at the Junior school. A class teacher resigned and was replaced by agency staff for the spring term therefore the cost of this is showing against supply and not teachers costs. Similarly supply was used in the Autumn term to supplement class cover for part time teachers. In addition we had low leadership costs as apart from the Head there were no other leadership posts until January 2018. Similarly we had no staff on the upper pay scale thereby reducing our teaching costs.

Similarly the schools supply costs are high but as stated above this is due to using supply cover for the class teacher positions. There was also some long term staff absence that was covered by supply increasing the costs, with the income from insurance reimbursement showing against income. The supply costs also includes funds de-delegated to BF to allow them to cover maternity leave centrally rather than schools having to find the maternity pay costs as required, it works as a form of insurance. Schools in other authorities may not do this and therefore their supply costs would be lower but their teacher costs could increase if they had any staff on maternity leave.

**Education Support Staff**

The schools support staff costs were low compared to the schools in the chosen comparator listing. When comparing our school with only BF schools the support staff costs are in the middle of the range. We have not cutback support and had ample support for the pupils during 2017/18. Therefore we can only assume that support staff grades/costs/who is included is a different structure in other authorities. As a school we use supply staff to cover all staff absences including PPA where possible which increases our supply costs but reduces the support staff cost. Many schools employ higher grade support staff to cover classes and hence their costs will be higher.

**PREMISES TOTAL**

The premises total is in the top half of the schools but similar to the majority of the middle section of schools.

**Premises Staff and Cleaning and Caretaking Costs.**

Taken alone the premises staff and the cleaning and caretaking costs are difficult to compare as some schools employ their own cleaners and these costs would show under premises staff whereas for our school with a cleaning contractor the costs are all shown under the cleaning costs. Adding the two costs together gives our school costs as the 12th lowest. The schools expenditure on cleaning staff/contractor and materials is low compared to the selected data.

**Maintenance and Improvement**

This area includes the maintenance and repair budget and the grounds maintenance budget. The schools maintenance expenditure was high. This was a planned spend. The school invested in the maintenance of the school to ensure the upkeep of the building and carry out items on the condition survey as required, not all schools invest as much in this area. In 2017-18 as well as general maintenance and repairs the school carried out the following:

* New Nursery doors - £4215
* FS2 Flooring - £3445
* Redecoration of classrooms - £2700
* Hedgehogs Art Area - £2700
* Astro Turf in KS2 playground - £7621
* New outdoor bins and recycling bins - £3150
* Outdoor Gym Equip - £6154

**OCCUPATION TOTAL**

The occupation total costs are the 14th lowest however the water and sewerage costs are the highest (see below). The overall total is low due to the very low costs under Other Occupation costs and other Insurance Premiums

**Water and Sewerage**

The schools water and sewerage costs is the highest of the schools by a small amount and similar in value to the top five schools. The values are small and represent an actual spend with a range from £2000 to £4000. Two years ago the cost of the water received and returned to the sewer was split across two different suppliers having previously been with just one. At the time the new supplier charging for the returned water did not charge the schools and last year all schools in BF received an invoice for the water return for nearly two years worth of costs. Hence the higher water charge compared to other schools.

**Other Occupation Costs**

The schools spend is the lowest of all the schools. There is a distinct difference between the bottom half of the schools all spending relatively small amounts and the top half when the spend increases significantly. There are obviously some distinct differences between the schools that we have no knowledge about.

Comparing our school against other BF schools our costs are very similar.

**Other Insurance Premiums**

The schools insurance premiums are low.

**SUPPLIES AND SERVICES TOTAL**

The total supplies and services cost are in the middle section of the schools however the administrative supplies expenditure is the second highest by a small amount and the middle of the educational supplies expenditure.

**Administrative Supplies and Educational Supplies**

The administrative supplies includes the cost of photocopying and printing. In 2017/18 the school purchased printed booklets giving information on starting school for new children starting in Reception. Deducting the costs of these from the amount per pupil reduces the expenditure to £80. All the photocopying costs and purchase of white paper have all been assigned to the Admin photocopying and paper costs when in reality approx. half these costs should be against educational supplies. If these costs were removed from the Admin supplies costs it further reduces the amount per pupil to £64 placing the school in the middle of the school. The equal amount added to the educational supplies cost increases the costs to £208 which still places the school in the middle of the schools.

Action – Photocopying and paper charges need to be correctly proportioned between Admin and Education supplies. This is more important since the expansion of the school to a primary school due to the increased curriculum photocopying costs.

**SUMMARY**

The schools expenditure compares well to other infant schools of a similar size with many areas of expenditure being lower.

Need to carry out the action to apportion the photocopying and paper costs appropriately between admin and curriculum to improve the usefulness of future benchmarking and in light of increased curriculum costs as a primary.