

Woodcroft Primary School

Chairs Report of the Finance and Personnel Sub Committee

Date: 25th June 2019

Committee:

Richard Burrows (Vice Chair of Governors), Liz Court (Chair of Governors), Mark Russell (Deputy Headteacher, observer), Craig Tallon (Headteacher), Sonny Rehman, Louise Jackson (Business Manager, Observer)

Apologies were received and accepted from:

Liz Court - medical grounds

Sonny Rehman - work commitments

Approval of minutes from last meeting

There was Approval of minutes from last meeting on 19th March 2019

Matters arising

PE Grant

The 2019/20 Award has been announced but details and value not yet released.

Support Staff Pay

We have had a number of recent issues with the support staff salaries. This has been caused by complicated Unified Reward Pay Award, an unannounced Pensions Auto Enrolment by Payroll and forthcoming Unified Reward Performance Related Pay Awards.

On April 24th Barnet publicised the Barnet Unified Reward Pay Award for 2019 – this ranges from 2% to 16% depending on job category. The school processed this on 21st May in time for June 30th pay run, however not everyone has received the correct pay due to errors at payroll.

Also, as part of our monthly monitoring process it was noted that some staff had been auto enrolled back into the pension scheme without prior notice

Finance Committee recommend the ratification of the 2019 Support Staff Pay Policy. This will be distributed to Governors for consultation, and responses should be returned before the end of term

Budget

Outturn Comparison

The 2017/18 budget reported a contingency value of £128,946 . However, £57,000 committed to IT, creditors and the BeHave Grant. The actual contingency is £71,236. Copies of the outturn are available.

Budget v Actual v Committed with % Budget Spent

Finance Committee noted the following lines for discussion:

IO6STP £1500 received re: travel plan grant

EO3ASC Adhoc Acorns staffing costs balanced with EO7ASC - all expenditure is offset by income in IO8ASC. Income is on track at 22% against annual prediction after 2 months.

E19PHOT allocated £6000 for Photocopier contract - this is due for renewal.

E22INTEG Cost of INTEGRIS has increased due to school withdrawal from LA Traded Service. This is offset by a saving of £7400 (see below)

E24ASC Acorns food - no budget was allocated (offset by IO8ASC) Last year's spend was £500.

E24SALES now balancing against IO8 SALES - this is due to more accurate accounts via school money. Committee proposed and action: A stock take to be presented to Finance Committee and observed on a governor visit

E26CR Underspend £128K however, only £71K is uncommitted. £57K is made up of disallowed creditors of £34K (LA does not allow creditors to be recorded below £5K per invoice) , a committed IT budget of £16K for flat screens schedule for installation over the summer and further £4K BeHave Project Grant

E26DODGE Awaiting invoiced payments £1950

E27FOOT additional coaching costs to support team

E27SALT unused Speech and Language Therapy budget due to withdrawal of service

E28ICT disputed IT traded service charge
CAPITAL
CE04ICT currently 9K for IT

Updated Schools Budget 2019-2020

Latest budget allocation 29/5/19:

- Increased teacher pay (formula allocation for 2018 pay award) £1206
- Reduced Capital by £317 (based on revised LA formula)

Increased Expenditure Changes

- Unified Reward pay increase based on NJC uplift which in itself is based on the Living Wage increase - mapped against the Unified Reward bands. This increased costs to the school of an average £500 per support staff member. Total cost of £13,920.
- Staffing changes: additional hours + maternity = £3500 additional costs
- LA Clawbacks of £1200 (staff sickness pool)

Additional Income:

- Predicted PE Grant £11,000 (£19 annual)

Original Contingency = £37K

Current Contingency = £35K

Capital Projects

IT Funding Update

The Network Manager and IT lead teacher presented a detailed analysis of required expenditure. They have identified £37K of costs required to maintain the school network. Currently we have an estimated £18K of funds available, leaving a shortfall of £19K. A capital project to cover the cost of 4 more flat screens was approved. However, further work to identify essential priorities has to be made.

Asset Management Plan

The school has very limited resources to maintain the fabric of the building. Currently there is only £4K surplus to carry out any development project. This is on hold until after the winter in case of emergency repairs that exceed the budget allocated.

Financial Management & Governance

Internal Audit

School Dinner Arrears Report - Office Manager

The Office Manager presented a report of current arrears. The situation has stabilised, but there are still a significant number of parents who are in arrears for School Lunches.

An arrears policy was tabled for approval. This will be circulated to Governors.

Governor Skills Audit

Governors updated the financial skills audit for 2019

Financial Management Policy inc. Anti Fraud & Debit Card

An updated draft policy was circulated for consultation during the Summer Term

Critical Incident Plan

Amendments were made in spring term by Safety Committee. This was circulated for review and is to be updated prior to the Autumn Term

Staffing Updates

Staffing Structure Consultation

There is no proposal to amend the current staffing structure. There are two responsibility vacancies that will be advertised internally.

Staffing Updates

We currently only have one teacher leaving - Olivia Stubbings. Olivia has worked at Woodcroft since September 2013. She is moving to Brighton.

Contracts and Services**Photocopier**

The contract has been renegotiated for renewal. We will now get reduced standardised costs on all 3 machines, two new machines (2 in total) and a saving of £800 / year

HR & Payroll

The school has served notice to CAPITA Services. A best value assessment was carried out and EPM were awarded the contract on a 3 year term. We are scheduled to transfer on 1st October 2019.

Lifts Contract Update

The contract with Stannah has been terminated with effect from 1/9/19. A new annual contract has been agreed with Pip Lifts.

ISS 3 year deal

Governors were presented with a proposal to agree a 3 Year deal with our caterers, The benefits were:

- Fixed costs
- 4.5K per year capital budget
- Access to further grants if required.

Richard Burrows 25th June 2019