|  |
| --- |
|  |
| ICFP Policy  |
| Humber Education Trust

|  |  |
| --- | --- |
| **Committee:** | **Finance & Resources** |
| **Approved on:**  | **June 2021** |
| **Next review date:** | **Annual – June 2022** |

|  |
| --- |
| **Associated documentation** |
| **HET Financial Regulations** | **June 2021** |
| **Academies Financial Handbook** | **Sept 2020** |
| **Academies Accounts Direction** | **Last update June 2020** |

 |
|  |

**Integrated Curriculum Financial Planning (ICFP)**

**HET rationale and metrics**

Integrated curriculum and financial planning (ICFP) is a management process that helps schools plan the best curriculum for their pupils with the funding they have available. It can be used at any phase or type of school.

ICFP involves measuring your current curriculum, staffing structure and finances, and using the data to create a 3- to 5-year financial plan.

Humber Education Trust has identified a range of characteristics and metrics in order to provide schools with both external and internal benchmarking data. This analysis will be revised every Spring term using a variety of national tools and data sets:

* Schools Resource Management Benchmarking return (ESFA)
* ISOT toolkit (ISBL)
* View My Financial Insights toolkit (DfE)

School data sources:

* Class Staffing analysis (Special Schools) **Appendix 1**
* Teacher Matrix (All Schools) **Appendix 2**
* HCSS KPIs and balances – using actual not lagged pupil numbers

The COO & Trust Finance Manager will undertake this benchmarking analysis in preparation for summer term budget reviews and new academic year budget forecasting. Data to inform this will be collected across the Autumn and Spring terms by the COO, Trust Finance Manager and School Business Managers.

Headteachers will be expected to provide their rationale/explanation for any metrics that are measured as significantly above or below the national and/or trust average. To be clear, this is not a definitive judgement and should be used as an indicator to provoke further consideration. Trustees will however require further information from School Leaders as part of the budget approval process. In the first instance this will be provided to the COO and CEO.

School Characteristics and Benchmarking metrics are as follows:

**School Characteristics:**

* Total Income
* Total Staff Expenditure
* Total Non-Staff Expenditure
* Total Expenditure
* In-Year Balance
* Pupil Numbers Incl. Nursery FTE Oct Census
* Pan
* Pan (Full Capacity)
* Actual Oct Census
* % Above/Below

**Benchmarking metrics:**

* Average Teacher Cost
* Leadership Costs as a % Of Total Teaching Costs
* Total Staff Costs : Total Income
* Teaching as % Total Income
* Classroom Support as % Of Total Income
* Total Staff Costs Per Pupil
* Total Teacher Cost Per Pupil
* Total Classroom Support Per Pupil
* Non Staff Costs Per Pupil
* Premises Costs Per Pupil
* Educational Resources (including ICT) Per Pupil

**Appendix 1**



**Appendix 2 Special School Class Analysis**

