Nutfield Church (C of E) Primary School

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Southwark Diocesan Board of Education
Supporting Christian Education

NOTES TO ACCOMPANY FINANCIAL MONITORING REPORT 2022/23 FOR THE PERIOD UP TO AND INCLUDING PERIOD 12, MARCH 2023 (DRAFT)

(12 MONTHS INTO THE FINANCIAL YEAR – 100% SPENT)

NOTE 1:

Committed and Uncommitted Revenue b/fwd from previous year

On the 4th July I received an email from Tracy Savage, Finance Assistant at Surrey County Council, requesting information on our surplus revenue balances as at 31st March 2022.

The council asked me to complete an Analysis of Balances return for the school, under s4.2 of the Surrey Scheme for Financing Schools, to provide information on the purposes for which we intend to use our surplus revenue balances. This is because at 31st March 2022 we had surplus revenue balances exceeding 15% of our revenue funding (including grants) allocated for 2021-22 which was the trigger point for Surrey.

Funding is allocated to schools largely for the education of current pupils and maintenance of a level of surplus balances, which is prudent but not excessive, is an important aspect of effective financial management. It was advised that Surrey will not be making deductions from schools' surplus revenue balances as at 31st March 2022. But where a school consistently maintains a level of surplus balances above the 15% threshold, without any credible plan for using them, the council may wish to engage in further discussions with the school as to how these funds can most effectively be used to improve educational outcomes at the school.

I completed the Analysis of Balances form and promptly returned this to Surrey on the 5th July and it was acknowledged by David Green, Senior Finance Business Partner at Surrey, who thanked me and said he would be in touch if he had any further queries.

NOTE 2:

I01 - Formula Funding Allocation

The original budget showed £901,583 however on receipt of the April 2022 Revenue Funding Transactions report from Surrey the amount was £1 more due to rounding. Therefore I updated the current budget and forecast of out-turn to reflect this. The £901,584 is made up of the following: £920,154 base budget, less £10,553 for the central services levy, less £8,017 de-delegation.

On the 27th June I received an email from Caroline Panayiotou, Schools Finance & Monitoring Team member at Surrey County Council advising me of a 2021-22 year-end tranche adjustment. As part of the year-end reconciliation process, the level of tranches (cash transfers of funding) given to the school during last financial year (2021-22) have been recalculated. This is to ensure Surrey County Council has met its obligation to allow schools to retain any unspent funds within local bank accounts. Surrey should only be retaining sufficient funds centrally to cover expenditure made on the school's behalf (e.g. payroll).

I was advised that an underpayment of £35,222 would be transferred to us, which was shown in the June 2022 Profit Centre transactions report from Surrey. It's important to note that this is not new income, merely a transfer of funds between central and local bank accounts.

On the 12th September all Headteachers and School Business Managers were emailed a copy of the annual Schools Funding Consultation paper indicating the proposals for changes to the funding of Surrey schools and early years providers from April 2023. Imogen and I read through the consultation document and submitted our feedback.

The main changes in schools funding for 2023-24, announced by the government on the 19th July 2022, are:

- The school's budget (including high needs) will increase nationally by £1.5bn from 2022-23 to 2023-24, of which £0.570m is for high needs and the remainder for mainstream schools;
- The schools supplementary grant funding allocated to mainstream schools in 2022-23 will be assimilated into the mainstream national funding formula. Thus the value of the basic entitlement and deprivation rates, and of the lump sum, will be increased by the former school supplementary grant rates;
- Thereafter, most funding factors in the national funding formula for mainstream schools will increase by 2.4%, although deprivation factors will be increased by 4.3%
- The minimum per pupil funding level (MPPL) will be increased by 0.5%, plus an adjustment for the assimilation of the school supplementary grant
- Local authorities may set the minimum funding guarantee (minimum per pupil average funding increase for schools) between 0% and 0.5% (compare 0.5% to 2% in 2022-23). The 2022-23 schools supplementary grant allocations will be added to the baseline for the purpose of calculating the minimum funding guarantee, before applying the annual increase.

Following recipt of the Period 13, 2022 Revenue Funding Transactions Report from Surrey a deduction of £2,991 has been made which is an adjustment to the school rates budget. This reduces our formula funding allocation to £898,593.

NOTE 3:

I01 - School supplementary grant

The original budget showed £26,908 however on receipt of the May 2022 Revenue Funding Transactions report from Surrey the amount was £321 less at £26,587. I have updated the current budget and forecast of out-turn to reflect this.

NOTE 4:

I03 - Other SEN funding outside the budget share (including ISPSB)

The original budget showed £6,122 for ISPSB funding however we were notified of a new EHCP for a Yr 6 pupil for summer 2022. This was shown in the May 2022 Revenue Funding Transactions report from Surrey and the funding increased to £7,540. I have updated the current budget and forecast of out-turn to reflect this.

NOTE 5:

I04 - Funding for minority ethnic pupils

On the 14th January I received an encrypted email from David Green, Senior Finance Business Partner (Schools Funding) at Surrey County Council, regarding Homes for Ukraine funding. The email showed the initial allocation of Homes for Ukraine funding for spring and summer terms 2022 and first half of the autumn term 2022.

Funding is based on the number of Homes for Ukraine pupils reported by schools in their returns to the local authority in autumn 2022 and January 2023. As we only had 1 Ukrainian pupil at the time of the census we received £855.40 of funding.

The grant funding is only allocated for pupils arriving on the Homes for Ukraine Scheme, although it may be spent on activities which while intended mainly for this group may also benefit others.

Following recipt of the Period 13, 2022 Revenue Funding Transactions Report from Surrey we received a further £5,987.80. This was our allocation for the second half of the autumn term 2022 and spring term 2023 (November to March) and was based on the number of Ukranian pupils reported in the March 2023 return. This bring the total funding for minority ethnic pupils to £6,843.20

NOTE 6:

I05 - Pupil Premium

The current budget shows £29,750 for Pupil Premium. This was received in the June 2022 Revenue Funding Transactions Report from Surrey split as follows: Deprived Pupil Premium allocation = £24,930 and Post-LAC Pupil Premium allocation = £4,820.

NOTE 7:

I05 - LAC Pupil Premium Plus (Virtual Schools)

The current budget shows £1,600 for LAC Pupil Premium Plus from the Virtual Schools. Currently, we have only received £286 which showed in the July 2022 Revenue Funding transactions report.

£600 was received in the January 2023 Revenue Funding Transactions Report from Surrey which relates to funding applied for through the child's PEP.

£687 was received in the March 2023 Revenue Funding Transactions Report from Surrey which relates to funding applied for through the child's PEP.

NOTE 8:

I18b Exceptional costs due to Covid - food vouchers for FSM children

We spent £285 on Food Vouchers for the May half term for our 19 Free School Meals (FSM) children (£3 per child x 5 days). I have amended the forecasts of out-turn by £285 for exceptional costs due to Covid (Income) and catering supplies (Expenditure) as this is an in and out exercise.

Surrey County Council agreed to continue funding to provide all families with children eligible for benefit-related FSM with supermarket food vouchers during the summer holiday period. The vouchers covered 6 weeks and were be £90 per child. We have 19 children entitled to FSM and therefore we ordered £1,710 of food vouchers (19 x £90) on Imogens purchasing card. I have amended the forecasts of out-turn by £1,710 for exceptional costs due to Covid (Income) and Catering supplies (Expenditure) as this is an in and out exercise.

Following the school closure on Monday 19th September for the additional bank holiday (funeral of Queen Elizabeth II), meal charges for Universal Infant Free School Meal & FSM will be applied. The meal charge will be for UIFSM & FSMs based upon the meal uptake on Friday 16th September.

Surrey County Council agreed to continue funding to provide all families with children eligible for benefit-related FSM with supermarket food vouchers during the October half term holiday period at £15 per child. We have 19 children entitled to FSM and therefore we ordered £285 of food vouchers (19 x £15) on Serena's purchasing card. I have amended the forecasts of out-turn by £285 for exceptional costs due to Covid (Income) and Catering supplies (Expenditure) as this is an in and out exercise.

Surrey County Council agreed to continue funding to provide all families with children eligible for benefit-related FSM with supermarket food vouchers during the Christmas holiday period at £30 per child. We now have 18 children entitled to FSM and therefore we ordered £540 of food vouchers (18 x £30) on Imogen's purchasing card. We received £570 from Surrey as they use the latest census data which at the time showed 19 FSM children. I will contact Surrey for advice on how to process the overpayment. I have amended the forecasts of out-turn by £570 for exceptional costs due to Covid (Income) and the forecasts of out-turn by £540 for Catering supplies (Expenditure) as this is an in and out exercise.

Following my discussion with Surrey County Council regarding the over reimbursement of the FSM vouchers £30 was deducted in the January 2023 Revenue Funding Transactions Report from Surrey.

Surrey County Council agreed to continue funding to provide all families with children eligible for benefit-related FSM with supermarket food vouchers during the February half term holiday period at £15 per child. We have 19 children entitled to FSM and therefore we ordered £285 of food vouchers (19 x £15). I have amended the forecasts of out-turn by £285 for exceptional costs due to Covid (Income) and Catering supplies (Expenditure) as this is an in and out exercise.

Surrey County Council agreed to continue funding to provide all families with children eligible for benefit-related FSM with supermarket food vouchers during the Easter holiday period at £30 per child. We now have 18 children entitled to FSM and therefore we ordered £540 of food vouchers (18 x £30).

NOTE 9:

I18C - Recovery Premium Funding

The recovery premium grant is part of the Government's package of funding to support pupils whose education has been impacted by coronavirus (COVID-19). The DFE have extended the funding for another academic year with the final payment being 30 June 2023.

The current budget shows £1,088. £906.25 was received for April 2022 in the May 2022 Revenue Funding Transactions Report from Surrey and a further £725.00 was received in the June 2022 Revenue Funding Transactions Report from Surrey.

£725.00 was received in the September 2022 Revenue Funding Transactions Report from Surrey which is the first instalment of our Recovery Premium Funding for the 2022-23 academic year.

£725.00 was received in the December 2022 Revenue Funding Transactions Report from Surrey which is the second instalment of our Recovery Premium Funding for the 2022-23 academic year.

Following recipt of the Period 13, 2022 Revenue Funding Transactions Report from Surrey we received the third instalment of our Recovery Premium Funding for the 2022-23 academic year which was £725.00.

NOTE 10:

I18C - School Led Tutoring Grant

The current budget shows £2,315. £1,991 was received in the April 2022 Revenue Funding Transactions Report from Surrey. This is the 3rd instalment.

£992.25 was received in the September 2022 Revenue Funding Transactions Report from Surrey which is the first instalment of our School Led Tutoring Grant for the 2022-23 academic year.

£992.25 was received in the December 2022 Revenue Funding Transactions Report from Surrey which is the second instalment of our School Led Tutoring Grant for the 2022-23 academic year.

£3,645 was recovered in the January 2023 Revenue Funding Transactions Report from Surrey which relates to the unspent tutoring grant in the academic year 2021-22. This leaves a balance of £331.

NOTE 11:

I18D - Additional Grant for Schools - PE Grant

The original budget showed £7,404 however on receipt of the April 2022 Revenue Funding Transactions report from Surrey the amount was £4 less due to rounding. I have updated the current budget and forecast of out-turn to reflect this.

£10,378 was received in the October 2022 Revenue Funding Transactions Report from Surrey. This funding is for the PE and Sports Premium grant covering September 2022 to March 2023. This is 7/12 of our funding allocation and we should receive the remaining 5/12 of our funding, £7,412, in April 2023.

As there was uncertainty around the grant continuing when the budget was produced it was not included, therefore I have updated the current budget and forecast of outturn to reflect the funding received. I have not included the second payment in the forecast of out-turn as this will show in the 2023-24 financial year.

NOTE 12:

I18D - Additional Grant for Schools – UIFSM

Following the announcement from the Education Secretary on Tuesday 14th June, that the funding for Universal Infant Free School Meals (UIFSM) is set to rise from £2.34 to £2.41 backdated to April 2022, an adjustment to the pricing of the UIFSM has been made to reflect this change. The price of the UIFSM will be £2.41 in line with the government grant.

The cost of a UIFSM under the Strictly Education 4S Catering Framework Agreement with Twelve15 will be £2.41 from the 1st September 2022, currently £2.34. As you will be aware, the signs are that there are further pressures on food costs and energy inflation forecast for the autumn. Twelve15 will continue to review the impact of these pressures when preparing the Autumn/Winter menu for October 2022.

The original budget showed £34,605, however £35,222 was received as shown in the current budget column. In the June 2022 Revenue Funding Transactions report from Surrey we received £15,054 which was the UIFSM Final Allocation for 2021-22. We also received £20,168 which is the UIFSM allocation from September 2022 to March 2023.

NOTE 13:

I08b - Other income from facilities and services

The occupational charge for the Premises Managers bungalow is 7%. The profiled income is £138 per month, however only £133.08 is being taken by Surrey as they haven't taken Fred's pay point increase (PS5.3 to PS5.4) into account which came into effect in April 2022.

I contacted the Surrey County Council Payroll Services team and they have corrected the occupational charge on their system. The occupational charge for the Premises Managers bungalow at 7% will now have a profiled income of £143.29 per month. This will be back dates to the 1st April 2022 in Fred's September pay.

As the Bank of England have increased interest rates recently, banks are now starting to pay interest on balances within bank accounts. We received a total of £2,097.87 in interest.

NOTE 14:

I10 - Receipts from Supply Teacher Insurance Claims

On the 27th June 2022 I sent a Staff Cover Scheme Sickness Claim form for Mrs Rutter to the Staff Cover team at Surrey County Council. The form showed an estimated reimbursement amount of £8,580.
INSET days cannot be claimed for but I wrote to the Staff Cover team and explained that Mrs Rutter had a contractual right to work on all INSET days and they agreed to pay a discretionary reimbursement.

In the August 2022 Revenue Transactions Report from Surrey we received the actual reimbursement amount for Mrs Rutter's staff cover claim which was £9,075. The amount was higher than the estimated reimbursement amount so I have updated the current budget and forecast of out-turn.

NOTE 15:

I13 - Income from PTFA

The PTFA have kindly agreed to pay £300 a term towards the costs of Trinity Farm. So far we have received £600 which covers the Spring and Summer terms for the academic year 2023/22.

The PTFA also give £100 per class per academic year for enrichment purposes. We currently have £1,000 of enrichment money remaining, included in the committed revenue b/f figure, for Year R and Years 3 to 6 of which their £100 was carried forward from 2020-21 into 2021-22. Years 1 and 2 have spent their enrichment money for this academic year.

The PTFA had accumulated a sum of money over a number of years and they wanted to use the money to purchase some new iPads for the school. A quotation was obtained from our IT support provider, JSPC, and on agreement from the PTFA they transferred the funds to us totalling £10,491.15. On receipt of the payment an order was placed. The invoice total was slightly less than what was originally quoted so there was £16 remaining, which the PTFA have said we can put towards the cost of an iPad app we are looking to purchase.

In November 2022 we received a payment of £300 which is the autumn term amount for Trinity Farm.

In January 2023 we received a further two payments from the PTFA. One payment was £700 for enrichment relating to the 2022-23 academic year. The second payment was £300 and is the spring term amount for Trinity Farm.

NOTE 16:

I13 - Other donations

On the 1st July 2022 we had First Aid training and the trainer left behind her laptop charger. The trainer sent a cheque for £5 to the school which more than covered the cost of the postage. This has gone towards the running costs of Trinity Farm.

On the 28th June 2022 Matt Proffitt attended his new school for a 'meet the teacher day'. To cover the cost of losing Matt for the day we invoiced his new school and they paid £150 to us. This has gone towards the running costs of Trinity Farm.

A £200 donation was received following the gifting of one of the schools unused drum kits. The donation has gone towards the running costs of Trinity Farm.

In March 2023 we received a payment of £28 from World of Books for the sale of some old books in the Library.

I have updated the forecast of outturn to £1,383. £383 being the four donations above and the additional £1,000 being the donation from the Henry Smiths' charity which we received towards the end of November.

NOTE 17:

I05 - Pupil Premium Plus for LAC from other LA

On the 16th November I received an email from Sarah Lee, who is the Pupil Premium and West Sussex Virtual School Administrator, informing me that the Pupil Premium Plus Grant for Children Looked After allocation for the pupil concerned was £150. This is to support them with making up with lost learning or experiences.

I raised an invoice to request the money from them and the payment was received into the bank account on the 6th December.

I received another email from the West Sussex Virtual School Administrator, informing me that I could invoice them for £70 in relation to one of the pupils PEP targets. I raised the invoice and the payment was received into the bank account in March 2023.

NOTE 18:

Teaching Staff & SEN Teaching Staff

There have been a few teaching staff changes that are due to take effect from September so I have updated the teaching profiles and have adjusted the forecast of out-turn accordingly. The changes from September are: Mrs Brooks as Acting Deputy Head; Mr Proffitt leaving; and Mrs Summers working 3 days plus 0.6 days for PPA.

Another cost which will be incurred for teachers is an increase to trigger the re-evaluation of their pension as a result of the 2021 pay freeze. Where teachers have membership in the final salary pension scheme, the average salary of the best consecutive 3 years in the previous 10 years prior to retirement is used to calculate pension benefits, where this is more favourable than the salary in the year prior to retirement. For this calculation, salaries are revalued to account for inflation.

This re-evaluation only occurs when there has been a change in salary. This means that in any year where there is no change in salary, revaluation does not take place and this has the potential to disadvantage some teachers in the calculation of their final salary pension benefits.

Surrey have decided to apply the increase to all teachers, regardless of whether or not they had an increase in 2021. This is because many schools, early on in this process, indicated that it would be too onerous a job for them to sift out teachers who might be affected or not by the indexation issue

Surrey have recommend that a £12 annual increase is awarded to all teachers, which will trigger the required re-evaluation of pension. £12 is needed to ensure a whole £1 increase each month. These payments will be processed via payroll in the August 2022 payroll. When the payment is processed, this will trigger a corresponding notification to Teacher's Pension of the salary increase back to 1st September, triggering the revaluation. Teachers have been written to and no further action needs to be taken, the school however will incur the additional cost of £12 per teacher.

On July 19th, The School Teachers' Review Body (STRB) published its 32nd report for 2022 and the DfE announced that they accepted the pay recommendations made by the STRB in full for the academic year 2022-23.

From September 2022, a 5% increase will be applied to all pay and allowance ranges and advisory points with higher increases to some parts of the Main Pay Range (of between 5.5% and 8.9%) as a step towards achieving a minimum starting salary of £30,000 by September 2023. This represents an increase on the DfE original proposal of an increase of 3% to teachers on the Upper Pay Range (UPR) and Leadership pay ranges.

The pay order that brings the STPCD 2022 into force was laid before Parliament on 14th October 2022 (and became law). Taking the new pay award into account the overall position is an increase in staffing costs from £574,900 to £579,287 an increase of £4,387.

Payroll were unable to action the pay award in the November pay as planned so staff will receive the pay award in their December pay backdated to September 2022.

Appraisal decisions have led to a slightly increased cost, beyond what was budgeted for staff pay increases, bringing the total staffing cost for teaching staff to £581,846.

With the announcement of the Health and Social Care Levy being reversed in November the rate of National Insurance for on-costs has reduced from 15.05% to 13.8%. Therefore the overall position is a slight decrease in staffing costs from £581,846 to £580,157, a decrease of £1,689.

Having run a preliminary closure for Year End I have updated the forecast of outturn to: £575,738.

NOTE 19:

Supply Cover incls Agency Supply (Teachers)
In Mrs Rutter's absence Mrs Boyle and Mrs Summers have been covering in Year R. Some of this costs will be covered by the reimbursement of the insurance claim (Note 13).

Miss Mitchell was absent for a short period in February and so a supply teacher from an agency covered her class at a total cost of £368.06.

NOTE 20:

Curriculum Support Staff, including Learning Mentor type support, SEN Support Staff, Bursar, SBM, Office Staff, Premises Manager and Lunchtime Supervisors.
On the 26th May 2022 we received an email from Surrey County Council Payroll Services advising us that a joint statement and final offer had been issued regarding the Surrey Pay Award for 2022-23. The offer was over and above Surrey's advice of a 2% increase for all support staff which was used for the 2022-23 budget.

This year's pay offer focussed on the lower grades with a graduated increase to all pay points below PS15. The offer provides greater enhancement to the pay of those support staff on lower pay grades with increases ranging from 2.5%-7.85%.

The pay offer for Support Staff was confirmed on the 23rd June 2022 by Jane Foster, the Payroll and Employee Services Manager at Surrey County Council. The change to salaries will be applied in the July payroll and back dated to 1st April 2022.

Following the announcement I updated the salary profiles to reflect the proposed increase and adjusted the forecast of out-turn for staffing accordingly. The forecast of out-turn also reflects the following changes to support staff with effect from September: Mrs Bowen retiring; Mrs Charalambous joining as the new School Office Assistant; Mrs Vaughey reducing to 3 days a week from 4; Mrs Kendall relinquishing her 1:1 Special Needs Assistant role to become a TA and MDMS; Miss Lindsay joining as a 1:1 Special Needs Assistant to take over from Mrs Kendall; and Mrs Hickey reducing her roles to just MDMS on a Friday lunchtime.

Unfortunately, Surrey Payroll Services made an error in the June pay and made payment to Mrs Assender. They have written to Mrs Assender and have reclaimed the money paid to her in error.

Post September we received resignations from Mr Eddington and Mrs Young. These TA and MDMS positions have been filled with part-time members of staff, Mrs Russell, and a new appointment Mrs Nadeem who are both due to start in October. The movement in staffing has led to a decrease in support staffing costs from £263,720 to £258,189, a decrease of £5,531.

With the announcement of the Health and Social Care Levy being reversed in November the rate of National Insurance for on-costs has reduced from 15.05% to 13.8%. Therefore the overall position is a slight decrease in staffing costs from £258,189 to £256,924, a decrease of £1,265.

On the 9th January we received an email from Liz Mills, Director of Education and Lifelong Learning at Surrey

County Council informing us of a Real Living Wage Update following the Surrey Pay Award. The Surrey Pay Award 2022-23 collective agreement detailed a commitment to review the Real Living Wage when the recommendations were known.

The Living Wage Foundation published its Real Living Wage on 1st November 2022 with the rate outside London as £10.90. This differs from the statutory living (minimum) wage which is currently £9.50 per hour. The previous Real Living Wage was £9.95 per hour; Surrey County Council currently pays more than this (£10.24 per hour).

To address the difference whilst pay negotiations are taking place, the Council's Corporate Leadership Team agreed to make a one off non-consolidated lump sum payment to staff to compensate them for the fact that from 1st November 2022 – 31st March 2023 they would be paid less than the Real Living Wage. The grades affected and amounts are as follows:

Grade	Current Hourly Rate	Amount below Real Living Wage
PS1/2	£10.24	£0.66
PS3 Point 1	£10.29	£0.61
PS3 Point 2	£10.54	£0.36
PS3 Point 3	£10.79	£0.11

Staff on these grades will receive the payment based upon hours worked for this period and payment will be made in January 2023 via Surrey Payroll. All support staff have been notified following an email sent from Imogen and Daniel. This has led to an increase in support staffing costs from £256,924 to £258,139, an increase of £1,215.

Payroll were unable to make the one off non-consolidated lump sum payment to staff in the January payroll so it will be paid in February.

Having run a preliminary closure for Year End I have updated the forecast of outturn to: £255,370.

NOTE 21:

Indirect Employee Expenses

We received a late invoice on the 29th March 2022 from the Southwark Diocese Board of Education (SDBE) for the Headteacher's performance visit on 17th January 2022. Having discussed this with Philippa she advised it was the first time in years that they have charged for this.

In September we started the process of renewing all staff, volunteer and Governor DBS certificates where they were three years or older. This wasn't included in the original budget, but is something we are going to do every 3 years. I have updated the forecast of out-turn to reflect the expenditure on DBS checks.

NOTE 22:

Staff Training

We have gone slightly over budget on staff training as we purchased a CPD package with White Rose Maths and some Philosophy 4 Children (P4C) training, which all teaching staff and TAs will attend, across two INSET days. Neither of these purchases were originally budgeted for. These two purchases have been charged to Pupil Premium so will be paid using the funding received and will support our Pupil Premium strategy statement. I have updated the forecast of outturn accordingly.

NOTE 23:

Building Maintenance

We have spent slightly more than originally profiled for building maintenance as the water heater broke. A replacement PCB and control panel was purchased at a total cost of £480.

The Year R toilet broke in early November and the emergency plumber had to be called. The toilet needed replacing so a new one was purchased and the plumber returned to school to install it. This was at a total cost of £855.48

Towards the end of November our hot water stopped working. An engineer was called to fix the hot water system at a cost of £100. Given these unexpected additional costs I have updated the forecast of out-turn to £3,600.

At the end of November we had a visit from Tracey Killick, Catering Services Manager at Strictly Education 4S to conduct a Catering Monitoring visit. During the visit she informed me that the school should have an annual Commercial Catering Gas Inspection (CP42). This isn't something we had done in previous years so I have noted it and will include it in the budget figure for 2023-24. The Commercial Catering Gas Inspection for 2022-23 was completed in the Christmas holiday at a total cost of £180.

During the Commercial Catering Gas Inspection the Gas Engineer found a gas leak in the school kitchen. The gas was shut off over Christmas and the leak was repaired when school reopened in January at a total cost of £625. Given these unexpected additional costs I have updated the forecast of out-turn to £4,405.

In February the hot water heater stopped working and so an engineer was called to fix it. The water heater is working again and will be fully repaired over the Easter holiday.

NOTE 24:

Grounds Maintenance

Following our tree survey and inspection earlier this year there were a number of trees that needed attention. The tree works, and the costs associated with the works, were discussed in a Health and Safety monitoring visit and it was agreed that we had to carry out these works to ensure the school site remained safe. Given the cost of the tree works, £6,050, I asked that the works were split into two visits. The first visit addressed the trees most in need to make them safe. The tree works from visit one were completed in the October half term at a total cost of £3,950. The second visit will take place in the 2023-24 financial year and the £2,100 cost has been allowed for in the draft budget.

In our Health and Safety monitoring meeting we also discussed the climbing frame. Following an annual PE and sports equipment inspection we were advised that the climbing frame was coming to the end of its life. The climbing frame had a lot of rotten wood and splintering parts so for health and safety reasons we made the decision to remove it. The climbing frame, and what remained of the trim trail, was removed by SJP Machinery Repairs in the October half term at a total cost of £600. Fred also helped with this.

SJP Machinery Repairs returned to remove the last of the climbing frame materials and matting at a total cost of £200.

NOTE 25:

Energy

Reserves for energy costs until 31/03/2022 not charged in last financial year.

We buy into the Surrey County Council energy contract which is a fixed term contract from April 2022 until March 2023. This will provide a level of certainty around costs for this financial year. The Energy Team at Surrey are currently looking into energy contracts for 2023-24 and will contact me directly with updated information. Imogen and I have reviewed our energy bills to date and when compared to last year's there is little variation in cost despite the cost per unit increasing slightly.

The Department for Business, Energy & Industrial Strategy has released guidance on its 'Energy Bill Relief Scheme: help for businesses and other non-domestic customers'. However, as we buy into the Surrey County Council energy contract we are not eligible for the Energy Bill Relief Scheme.

Having run a preliminary closure for Year End I have updated the forecast of outturn to: £14,445.

NOTE 26:

Expenditure for School Trips

We received an invoice from Surrey for the Year 6 High Ashurst deposit for 2023. This is usually paid from the School Fund account but it didn't have the funds available so £1,143 was paid from the school account. Parents and carers will be asked to pay for this trip. The school account will be reimbursed by the School Fund in February/March 2023.

NOTE 27:

Expenditure funded by PTFA

As mentioned in note 14 the PTFA transferred £10,491.15 to us for the new iPads. The invoice for the iPads was £16 less than the original quote so £10,475.15 was paid to the supplier. This was an unexpected purchase and wasn't in the original budget so I have updated the current budget and forecast of out-turn columns to reflect this. The £16 remaining will go towards the cost of an app we are looking to purchase.

NOTE 28:

Administration Expenses, including Insurance Premiums

Receipt from Governors £4,762.72 to reimburse Governors insurance premium paid from revenue budget in previous financial year.

NOTE 29:

Bought In Professional Services – Curriculum

Sadly, Imogen and I made the decision to end our contract with SoftEgg, our IT support provider. As of the 1st September 2022 we started with a new provider called JSPC. In comparison JSPC were £279 more expensive than SoftEgg, however we feel we will receive a better level of service and more support to help develop the IT provision within the school.

The SoftEgg contract was paid in full up until the 31st March 2023. When we gave notice to end the contract we discussed refund options, and it was agreed that we would be refunded from the point of handover with the new company, JSPC, up until the 31st March 2023 when the contract should have ended.

The current JSPC contract runs from the 1st September 2022 to the 31st March 2023 and has been paid in full. When the contract ends in March it will be renewed in line with the 2023-24 financial year.

2/3 of the JSPC contract has been charged to 'Bought In Professional Services – Curriculum' meaning an additional £1,683 has been paid than was budgeted. However, this will reduce when the credit from SoftEgg comes through and so the forecast of outturn will not need to change.

NOTE 30:

Bought in Professional Services – Other

Following on from Note 29. 1/3 of the JSPC contract has been charged to 'Bought in Professional Services – Other' meaning an additional £812.58 has been paid than was budgeted. However, this will reduce when the credit from SoftEgg comes through and so the forecast of outturn will not need to change.

NOTE 31:

CI01 - Additional DFC 2022/23 (90%)

It was announced towards the end of January that schools would be receiving additional DFC funding in relation to energy efficiency.

Eligible schools and sixth-form colleges will receive an allocation from an additional £447 million of capital funding to improve energy efficiency in 2022 to 2023. This is part of an additional £500 million of capital funding for schools and further education institutions in England.

The guidance states that the funding should be spent on capital projects, prioritising projects that improve the school estate's energy efficiency. It also says that where we judge this as not appropriate, based on local circumstances, we have discretion to spend this on other capital projects. The DfE expects us to spend the funding in the financial year 2022-23. We have been allocated £15,197.95.

Following discussions with Imogen we decided to use the funding to purchase much needed IT equipment. As the technology is newer it will be faster and will also be more energy efficient. A bid was submitted to the Diocese and approved for a total of £15,477.90.

10% of the total cost (£1,547.79) had to be covered by a Governors contribution. £97.95 was covered by interest held on our account and the remaining balance of £1,548 was paid by cheque to the school from the Governors account.

The total DFC balance remaining is £41.00.