SURREY
COUNTY COUNCIL

Southwark Diocesan Board of Education
Supporting Christian Education

**Nutfield Church (C of E) Primary School**

**59 Mid Street**
**South Nutfield**
**Redhill**
**Surrey RH1 4JJ**

**Telephone: 01737 823239**
**E-Mail: info@nutfield.surrey.sch.uk**

**Headteacher: Miss Imogen Woods – BEd Hons (Oxon)**
**Deputy Headteacher: Mrs Anna Benjamin – BA PGCE**

# NOTES TO ACCOMPANY FINANCIAL MONITORING REPORT 2023/24
# FOR THE PERIOD UP TO AND INCLUDING PERIOD 11, FEBRUARY 2024

**(10 MONTHS INTO THE FINANCIAL YEAR – 90%)**

**NOTE 1:**

**Tfr from Community Focused B/Fwd**
In the May 2023 Revenue Funding Transactions Report from Surrey it was apparent they had accepted and processed the £20,000 transfer from Community Focused (Ark) to the Delegated budget.

**NOTE 2:**

**I01 - Mainstream Schools Additional Grant (MSAG)**
The Mainstream Schools Additional Grant (MSAG), distributes the mainstream schools' share of the additional schools funding for 2023/24 announced in the Autumn Statement. This is distributed to schools using a formula set by the DfE, and provides an average 3.4% increase in average funding per pupil for most schools, over and above the increase in formula funding.

At the time of producing the budget Surrey advised us take the MSAG figure as an estimate only as the actual allocation will be provided by the DfE and different data may be used to calculate the allocation. The original budget showed £32,873 however on receipt of the Revenue Funding Transactions Report (received in April 2023) from Surrey the amount was £220 less at £32,653. I updated the current budget and forecast of out/turn columns to reflect this.

On the 21st June I received an email from Donna Cuff, Schools Finance & Monitoring Team member at Surrey County Council advising me of a 2022/23 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 (2022/23) 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 £30,166.69 would be transferred to us, which was shown in the June 2023 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.

**NOTE 3:**

**I01 - Teachers' Pay Additional Grant (TPAG)**
The Government has said, that it will provide extra funding for 3% of the 2023/24 Teachers' pay rise, an additional £525m this year, and a further £900m in 2024/25. The remaining 3.5% will need to be funded from schools' own budgets.

This funding will be allocated through the Teachers' Pay Additional Grant (TPAG). In 2023 to 2024, funding through TPAG covers the 7-month period from September 2023 to March 2024. TPAG will continue for the whole of the financial year 2024/25. Allocations for 2024/25 will therefore be calculated using twelve sevenths of the funding rates in 2023/24.

Our allocation of TPAG for the 7-month period from September 2023 to March 2024 is £9,847.00. This was received in the October 2023 Revenue Funding Transactions Report from Surrey.

**NOTE 4:**

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

The Individually Statemented Pupil Support Budget (ISPSB) currently shows £2,565. This is our allocation to 31st August 2023 and was received in the April 2023 Revenue Funding Transactions Report from Surrey.

In May I received the ISPSB statement for the current financial year which showed our total allocation to be £6,138. This is marginally higher than budgeted so I have updated the forecast of outturn to reflect the new amount.

In the August 2023 Revenue Funding Transactions Report from Surrey the remaining balance of IPSB funding was received, however this was slightly higher than expected at £3,722.84 bringing the total IPSB allocation for 2023/24 to £6,287.84.

**NOTE 5:**

**I05 - Pupil Premium**

The original budget shows £35,235 for Pupil Premium. However, £36,690 was received in the June 2023 Revenue Funding Transactions Report from Surrey split as follows: Deprived Pupil Premium allocation = £29,100 and Post-LAC Pupil Premium allocation = £7,590.

In the September 2023 Revenue Funding Transactions Report from Surrey we received an additional £500 relating to Pupil Premium. As a result, I have updated the forecast of outturn to £37,190.

**NOTE 6:**

**I05 - LAC Pupil Premium Plus (Virtual Schools)**

The current budget shows £1,600 for LAC Pupil Premium Plus from the Virtual Schools. £592 was received in the August 2023 Revenue Funding Transactions Report from Surrey which relates to funding applied for through the child's PEP.

In the January 2024 Revenue Funding Transactions Report from Surrey £504 was received relating to funding applied for through the child's PEP.

**NOTE 7:**

**I06 - Other Government grants (Homes for Ukraine)**

On the 30th November 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 allocation of Homes for Ukraine funding for the Summer 2023 term.

Funding is based on the number of Homes for Ukraine pupils reported by schools in their returns to the local authority in July, September and October 2023.

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 receipt of the October 2023 Revenue Funding Transactions Report from Surrey we received £7,912.00. This was our allocation for the Summer 2023 term and top-up for Spring 2023.

Following receipt of the February 2024 Revenue Funding Transactions Report from Surrey we received £5,056.78. This is our final allocation of the Homes for Ukraine funding.

**NOTE 8:**

**I07 - Other Grants and Payments Received (FSM Food Vouchers)**

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 (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 £90 per child. We had 20 children entitled to FSM and therefore we ordered £1,800 of food vouchers (20 x £90) on Imogen's purchasing card. We received £1,620 from Surrey as they used the latest census data which at the time showed 18 FSM children. I contacted Surrey to claim the difference of £180 and it was transferred to us in the October 2023 Revenue Funding Transactions Report. I have amended the forecasts of out-turn by £1,800 (Income) and the forecasts of out-turn by £1,800 for Catering Supplies (Expenditure) as this is an in and out exercise.

Surrey County Council, in discussion with schools and partners, 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. The voucher covered 1 weeks and was £15 per child. We have 17 children entitled to FSM and therefore we ordered £255 of food vouchers (17 x £15) on Imogen's purchasing card. I have amended the forecasts of out-turn by £255 (Income) and the forecasts of out-turn by £255 for 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 17 children entitled to FSM and therefore we ordered £510 of food vouchers (17 x £30) on Imogen's purchasing card. I have amended the forecasts of out-turn by £510 for exceptional costs due to Covid (Income) and the forecasts of out-turn by £510 for 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 February half term holiday at £15 per child. We now have 17 children entitled to FSM and therefore we ordered £255 of food vouchers (17 x £15) on Imogen's purchasing card. I have amended the forecasts of out-turn by £255 for exceptional costs due to Covid (Income) and the forecasts of out-turn by £255 for Catering supplies (Expenditure) as this is an in and out exercise.

**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). This is a time-limited grant for the 2021/22, 2022/23 and 2023/24 academic years.

The current budget shows £833.75. This was received in the June 2023 Revenue Funding Transactions Report from Surrey.

An additional £833.75 was received in the September 2023 Revenue Funding Transactions Report from Surrey which is the first instalment of our Recovery Premium Funding for the 2023-24 academic year.

A further £833.75 was received in the December 2023 Revenue Funding Transactions Report from Surrey which is the second instalment of our Recovery Premium Funding for the 2023-24 academic year.

**NOTE 10:**

**I18C - School Led Tutoring Grant**

The current budget shows £1,418. This is the final instalment for the academic year 2022/23 and was received in the April 2023 Revenue Funding Transactions Report from Surrey.

£393.75 was received in the September 2023 Revenue Funding Transactions Report from Surrey which is the first instalment of our School Led Tutoring Grant for the 2023/24 academic year.

An additional £393.75 was received in the December 2023 Revenue Funding Transactions Report from Surrey which is the second instalment of our School Led Tutoring Grant for the 2023/24 academic year.

The School Led Tutoring grant subsidy has reduced, with funding now only covering 50% of the total cost incurred. As a result, we have decided not to continue with the National Tuition Programme (NTP) as there was little to no impact on outcomes. It is worth noting that due to other provisions the school has put in place, the 3-year strategy to close the gap post COVID is complete.

As we will not be using the grant the funding received relating to the 2023/24 academic year will be recouped by the DfE at the end of the financial year.

As we did not spend all of the funding relating to the 2022/23 academic year the DfE recouped £1,285.20 in the December 2023 Revenue Funding Transactions Report from Surrey.

**NOTE 11:**

**I18D - Additional Grant for Schools - PE Grant**

The original budget shows £7,412. This is the last instalment of the academic year 2022/23 and covers the period April to August 2023. This was received in the April 2023 Revenue Funding Transactions Report from Surrey.

It was announced that the PE and Sport Premium grant has been extended for another year. In the October 2023 Revenue Funding Transactions Report from Surrey we received our first instalment for the academic year 2023/24 covering September 2023 to March 2024 of £10,377. This brings our total PE grant for the current financial year to £17,749.

**NOTE 12:**

**I18D - Additional Grant for Schools – UIFSM**

Following the announcement from the Education and Skills Funding Agency (ESFA) on 29th June 2023 the per-meal rate for UIFSM will be increased from £2.41 to £2.53 from the start of the 2023/2024 academic year.

The cost of a UIFSM under the Strictly Education 4S Catering Framework Agreement with Twelve15 will be £2.53 from the 1st September 2023, currently £2.41.

The original budget showed £33,484, however £34,468 was received as shown in the current budget column. In the June 2023 Revenue Funding Transactions report from Surrey we received £13,717 which was the UIFSM Final Allocation for the academic year 2022/23. We also received £20,751 which is the UIFSM allocation from September 2023 to March 2024.

**NOTE 13:**

**I08b - Other income from facilities and services**

The occupational charge for the Caretakers bungalow is 7%. The profiled income is £154 per month, however only £143 is being taken by Surrey as they haven’t taken the pay point increase into account which came into effect from April.

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 £153.99 per month. This was backdated to the 1st April 2023 and was reflected in Fred’s February pay.

As the Bank of England increased interest rates, banks started to pay interest on balances within bank accounts. We received a total of £1,486.55 in May 2023 and a further £1,736.63 in October 2023.

**NOTE 14:**

**I10 - Receipts from Supply Teacher Insurance Claims**

On the 12th June 2023 I sent a Staff Cover Scheme Maternity Claim form for Mrs Benjamin to the Staff Cover team at Surrey County Council. The form showed an estimated reimbursement amount of £14,780.

In the December 2023 Revenue Transactions Report from Surrey we received the actual reimbursement amount for Mrs Benjamin’s staff cover claim which was £18,720. 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 agreed to pay £300 a term towards the costs of Trinity Farm. To date, we have received £600 which covers the Summer term for the academic year 2022/23 and the Autumn term for the academic year 2023/24.

The PTFA also give £100 per class per academic year for enrichment purposes. We currently have £2,361.84 of enrichment money which includes £700 for this academic year and £1,661.84 carried forward from the 2023/22 and 2022/23 financial years.

The PTFA have organised a visiting theatre company for the end of the 2022/23 academic year. The invoice was paid for by the delegated budget and £599 reimbursed by the PTFA. This is an in and out exercise.

The PTFA requested a wish list from teachers for resources they need/would like in their classrooms. The total cost of the items purchased was £1,071.95. The items were purchased using the delegated budget and reimbursed by the PTFA. This is an in and out exercise.

As there is still one more Trinity Farm donation to come this financial year, for the Spring term 2024, I have updated the forecast of outturn to £3,271 which considers all of the donations above and the Trinity Farm donation we are yet to receive.

**NOTE 16:**

**I13 - Other donations**

At the Summer Garden Party Imogen received a cheque of £100 from a family of a child in Year 6 who left at the end of the 2022/23 academic year. The cheque was from the child's grandparents who wanted to thank the school for providing a high level of care and consideration to their granddaughter over the years.

The Henry Smith Charity have made their annual donation of £1,000. This was received towards the end of November.

In January, I received a cheque totalling £4,692 from the Governors' School Improvement Fund in relation to the reimbursement of the school's insurance costs with the DfE RPA. Although this is not a donation as such, I was advised by Strictly Education to use this income code. This nets off the cost of the RPA insurance shown within the expenditure of 'Administration Expenses, including Insurance Premiums' under supplies and services.

Towards the end of January, we received a number of cheques from Mr Phil Lloyd who ran a Christmas competition in the village. The competition raised £703.90 for the school. This donation is yet to be spent, and has been earmarked for either new classroom furniture or reading books.

**NOTE 17:**

**I06 – Other Government grants**

We have a School-Centred Initial Teacher Training (SCITT) student, Andy Tsang, on the Surrey South Farnham SCITT School Direct training programme which commenced on the 1st September 2023. This is a fee-paying route.

Andy will pay fees to Surrey South Farnham of which £500 per term will be sent directly to the school to assist with the cost of mentoring. The training grant payments will be made termly. The payment schedule is as follows: October 2023 (received), February 2024 (received), and May 2024.

I have updated the forecast of outturn to £1,000, not £1,500, as the May 2024 payment will fall in the 2024/25 financial year.

**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 Summers leaving, Mrs Cox retiring, and Mr Sparrow joining the school as an Early Career Teacher (ECT) to work alongside Mrs Benjamin in Year 5.

On 13th July, The School Teachers' Review Body (STRB) published its 33rd report for 2023 and the DfE announced that they accepted the pay recommendations made by the STRB in full for the academic year 2023/24. From September teachers and school leaders in England will receive a pay award of 6.5% across all pay scales. New teachers will also receive a minimum starting salary of £30,000 - delivering on their 2019 manifesto commitment. The DfE has indicated that this pay award will be reflected in salaries from September 2023 and will be backdated to the 1st September 2023.

The pay order that brings the School Teachers' Pay and Conditions Document (STPCD) 2023 into force, and become law, is due to be laid before Parliament in mid-October and come into force 21 days later (assuming no parliamentary amendments are made).

Taking the new pay award into account, and the staffing changes, the overall position is a decrease in staffing costs from the original budget of £613,943 to £610,781 a decrease of £3,162.

Following Mr Sparrow's resignation from his position as Class Teacher Mrs Benjamin returned to class. This led to a slight saving towards the end of this financial year. The overall position is a decrease in staffing costs from the original budget of £613,943 to £605,600 a decrease of £8,343.

As you may notice, 'SEN Teaching Staff' costs have now been merged with 'Teaching Staff' costs. This follows a reorganising exercise I actioned within the new payroll system after they removed some of the ledger codes available to schools.

**NOTE 19:**

**Curriculum Support Staff, including Learning Mentor type support, SEN Support Staff, Bursar, SBM, Office Staff, Premises Manager and Lunchtime Supervisors**

The Council's People, Performance and Development Committee (PPDC), at its meeting on 17th July, in the absence of a collective agreement with the trade unions, UNISON and GMB have agreed to implement the following increases to Surrey Pay values and for these to be backdated to 1st April 2023.

The offer was in line with Surrey's budgeting advice which I used for all support staff when preparing the 2023/24 budget.

The principles of the offer are:

1) A percentage increase of between 7.8% and 4.5% on all pay grades:

| Grade | Increase |
|---|---|
| PS1/2 | 7.8% |
| PS3 | 7.5% |
| PS4 | 6.5% |
| PS5 | 5.5% |
| PS6 | 5% |
| PS7-12 Inc. | 4.75% |
| PS13 and above | 4.5% |

2) The lowest hourly rate of pay will be £11.05, higher than both the Real Living Wage and Statutory Living Wage. This represents an increase of £1500 per annum on this grade. These increases are in respect of full-time salaries. Part time employees would receive a pro rata increase based upon their contractual hours.

3) Introducing a pay differential between grades through the deletion of the minimum point in grades PS3 – PS14 inclusive. This means that:
   - The majority of grades, (PS4 to PS14) will have 5 pay points from minimum to maximum pay point,
   - Surrey Pay grade PS3 will have 2 pay points, and
   - Surrey Pay grade PS1/2 will remain as a 'spot' salary.

The back payments were processed in two stages. The first stage took place in the August Payroll which included backdated payments from the 1st June 2023 to 31st July 2023. The second stage took place in the September Payroll. Staff received the balance of the pay arrears, for the period 1st April 2023 to 31st May 2023.

Following the announcement, I updated the salary profiles to reflect the new pay award and adjusted the forecast of out-turn for staffing accordingly. The forecast of out-turn also reflects the following changes to support staff with:

- Mrs Nadeem leaving her Teaching Assistant (TA) and Midday Meals Supervisor (MDMS) role. Mrs Nadeem's role was advertised and we appointed Miss Oastler to replace her (AM only);
- Mrs Russell leaving her TA and MDMS role. The role was advertised and we appointed Mrs O'Hanlon to

replace her (AM only);

- Mrs Vaughey leaving her TA and MDMS role. Mrs Vaughey worked 3 days a week, however a 5 days a week role was advertised. Mrs Hargreaves-McCallum was appointed to replace her (full time).

During November we received a resignation from Mr Peluso from his TA and MDMS roles. We advertised for his replacement and have successfully appointed Miss Baber to replace him (full time).

In addition to the staff leavers/joiners, the forecast of outturn also includes a morning only TA to work on Trinity Farm and two MDMS staff which were included in the original budget. We are yet to recruit staff for these roles.

Taking the new pay award into account, and the staffing changes, the overall position is an increase in staffing costs from the original budget of £266,922 to £268,566 an increase of £1,644.

Due to the absence of a Teaching Assistant, Mrs Vaughey has returned to school in a TA and MDMS capacity. For the 3-month period, January to March, this has resulted in an increase of £2,792 to staffing costs.

We had successfully recruited an additional MDMS team member, Miss Herbert. However, she withdrew from her MDMS position prior to starting at school due to a change in her family circumstances. Positions for two new MDMS staff remain in the budget.

As we are coming up to the end of the financial year I have amended the forecast of outturn for support staff to £254,709. This is a decrease of £12,213 against the original budget of £266,922. The current forecast of outturn includes actual salary expenditure to date, plus estimated expenditure for the remainder of this financial year. I anticipate this to reduce further towards the end of the financial year should we be unsuccessful in appointing two new MDMS staff.

As you may notice, some 'SEN Support Staff' costs have now been merged with 'Curriculum Support Staff' costs. This follows a reorganising exercise I actioned within the new payroll system after they removed some of the ledger codes available to schools.

**NOTE 20:**

**Staff Training**

We have gone over budget on staff training as we purchased 'Whole School Restorative Practice' training and an external safeguarding audit which wasn't originally budgeted for.

In addition, the original budget only accounted for one person completing the 'Postgraduate National Award for SEN Coordinators', however both Charlotte Cordey and Imogen Woods are undertaking this course.

**NOTE 21:**

**Administration Expenses, including Insurance Premiums**

This year we bought into DfE's Risk Protection Arrangement (RPA). The DfE's RPA has been operating as a voluntary arrangement for academies and free schools since the 1st September 2014 and to Local Authority Maintained schools since the 1st April 2020.

The RPA is not an insurance scheme but a mechanism through which the cost of risks that materialise from 1st September 2014 will be covered by government funds. We joined the scheme in April 2023 replacing our existing insurances including: Employers' Liability and Public Liability from Surrey, and the block building insurance we had with Aston Lark.

The cost of the school's contribution is deducted from Surrey's Dedicated Schools Grant allocation. The total cost for 2023/24 is £4,692 for the year 2023/24. This cost has been deducted centrally by Surrey and was not included in the original budget as it is a cost covered by the Governors.

It was agreed that insurance costs would be paid by the Governors using the School Improvement Fund. The Governors have reimbursed the delegated budget for the cost of the RPA, this can be seen against I13 Other donations.