Nutfield Church (C of E) Primary School

59 Mid Street
South Nutfield
Redhill
Surrey RH1 4JJ

Telephone: 01737 823239 **Headteacher: Miss Imogen Woods – BEd Hons (Oxon)**
E-Mail: info@nutfield.surrey.sch.uk **Deputy Headteacher: Mrs Anna Benjamin – BA PGCE**

To: Finance Working Party
Michael Hill (Chair of the Finance Working Party), Sam Nicholls, Liz Townsend, Imogen Woods
Copies to: Anna Benjamin, Deputy Headteacher
From: Daniel Walker-Cheetham, School Business Manager
Date: 15th March 2024

RE: ARK - FINANCIAL MONITORING REPORT TO END FEBRUARY 2024

I enclose the Ark Financial Monitoring Report for the period to end February 2024.

EXTENDED SCHOOLS - ARK

Original Budget
The Finance Working Party (FWP) agreed the Budget Plan for 2023-24 at their meeting on 20th April 2023 for recommendation to the FGB. Approval was given by the FGB at their meeting on 27th April 2023.

A paper copy of the Budget Plan for 2023-24 is held on file signed by the Chair on behalf of the Governing Body to be retained for audit purposes. The Budget Plan was submitted to the LA on 28th April 2023. We received official notification from the LA on 12th June that the Budget Plan for 2023-24 had been approved.

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.

At this stage we are looking at a balance to c/f at the end of the financial year of around £120,318 as against the surplus b/f at the beginning of the year of £99,384. The in-year surplus balance was originally estimated to be £25,050 but now stands at £40,934.

Draft Budget for 2024-25
The draft budget plan for 2024-25 and forecasts for 2025-26 and 2026-27 were presented to the FWP on 16th November 2023 for recommendation to the FGB. Approval was given by the FGB at their meeting on the 22nd November 2023. The budget plan was submitted to the LA on the 23rd November 2023, well in advance of the 11th December deadline.

NOTE 1:

Fees from September 2022 to July 2023:
Morning: £6.50 per session (7.45 – 8.45 am) Afternoons: £12.50 per session (3.15 – 5.30 pm)
10% discount for siblings.

Fees from September 2023:
Morning: £7.50 per session (7.45 – 8.45 am) Afternoons: £13.50 per session (3.15 – 5.30 pm)
10% discount for siblings.

At the FWP meeting on the 20th April 2023 the FWP were asked if they wanted to increase Ark fees for the next academic year (2023/24). DWC was asked to prepare scenarios for various incremental increases for the FWP to consider. DWC agreed and distributed these to the FWP via email.

The incremental increases were discussed at the following FWP meeting on the 27th June 2023 and A £1 increase to both morning and afternoon sessions, of £7.50 and £13.50 respectively, was agreed for proposal to the Full Governing Body (FGB).

The proposal was presented to the FGB, at the Full Governing Body meeting, by Michael Hill (Chair of the Finance Working Party) on the evening of 5th July 2023. All members of the governing body approved the proposed increase.

Due to difficulties with staffing this year we had to limit the number of spaces in Ark. Despite recruiting additional Play Workers we have not yet been able to offer places to those on the waiting list. As a result, income will be slightly lower than originally budgeted so I have reduced the forecast of out-turn.

NOTE 2:

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.

<u>The principles of the offer are:</u>

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 from September:

- Mrs Bityk and Mrs Vaughey leaving their Play Worker roles;
- Mrs Russell leaving her Play Leader role;
- Mrs Harding reducing her Play Worker hours from 7.5 to 5 hours per week;
- Mrs Sandiford, Mrs Gesese, and Miss Oastler joining the Ark team as Play Workers.

During October there were further staff changes with Mrs Sandiford leaving her Play Worker role and Mrs Harding and Mrs Gesese increasing their hours in Ark to 5hrs and 5.5hrs respectively.

The Play Leader role has been advertised and the forecast of out-turn considers Mrs Russell's replacement. The forecast of out-turn also includes two afternoon only Play Workers 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 a decrease increase in staffing costs from the original budget of £66,496 to £59,594 a decrease of £6,902.

As per the period 8 November FMR for the delegated budget, Mrs Vaughey has returned. She will be working in Ark for three mornings a week. For the 3-month period, January to March, this has resulted in an increase of £483 in staffing costs.

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.

In December we successfully appointed an additional Play Worker, Miss Sellick, for three afternoons a week. Miss Sellick will begin working in Ark in January. For the 3-month period, January to March, this has resulted in an increase of £1,028 to staffing costs.

Despite the increases to staffing with the addition of new staff, expenditure it is still below that of the original budget. We are yet to recruit a Play Leader so this expense and that of an additional afternoon only Play Worker remains in the budget. The current forecast of outturn includes actual salary expenditure to date, plus estimated expenditure for the remainder of this financial year. I have updated the forecast of out-turn to £47,366 however I anticipate this to reduce by Year End should we still be without a Play Leader.

NOTE 3:

As in the 2022/23 financial year Fred has continued working in Ark, two afternoons a week, and will do so until the end of the summer term. As Fred's cleaning duties can't be fulfilled on these afternoons we have increased the hours of our external cleaners. This was budgeted for; however, the total expenditure has exceeded the budget due to some late 2022/23 invoices being paid in the current financial year. I have updated the forecast of outturn as a result.