Holy Trinity CE Primary School
Notes for the 2024/25 Budget Submission

Funding

- Funding is based on a formula set by the Local Authority and is based on 207 pupils.
- We have a carry forward of £5,697 this year, which is significantly lower than had been hoped.

Expenditure

- Teaching Staff costs are higher this year and include a 5% pay award plus annual incremental award.
- Support Staff costs are lower this year as we have not replaced staff who have left. We have also included a 5% pay award.
- Increase in energy costs, this is an estimate as it will be the first winter with the new gas boiler.
- Most other costs are relatively flat or are controlled out of the borough.
- The headteacher has confirmed that the expenditure is focussed around the school development plan.

I request your approval of the deficit budget based on the assumptions and summary above.

To follow, you will be receiving Deficit Recovery Plan documents that need to be approved and signed by the Governing Board and submitted to RBWM by 31/05/24. You will receive these documents by 23/05/24 via email.

Funding Detail

Income is largely fixed by the government and borough through pupil numbers and school demographics. There is a significant amount of detail behind the funding formulas so this document will highlight areas of changes and their impact. The funding for this year is based on 207 pupils.

Formula Funding: Although the funding received per child has increased from £3,584.54 to £3,766.00, this figure does include the MSAG grant which was £33,330 last year.

Other income: Included are the rental for the school cottage and income from school trips (these trip costs are netted off in the expenses section). We have included a parent donation.

As with previous year I will reiterate that going forward this must be a key area for the school to focus energy. With the continued increase in expenses and uncertainty about funding the school must identify ways to utilise the facilities to generate additional revenue.

Brought Forward: This year we have brought a very small carry forward into the budget.

Expenditure Detail

Staffing

Expenditure is dominated by staffing related costs. As mentioned previously our approach to staffing, staff replacement and staff cover have a significant impact on our finances. Detailed staff assumptions can be found at the end of this document.

Teaching Staff: We have been advised to allow for a 5% pay increase for teaching staff from September and have included performance increases in our assumptions. This also includes the increase in pension contributions. It is still our aim to replace teachers leaving the school with teachers paid on a lower pay scale whilst still maintain the quality of teaching.

Supply Staff: It is hoped to keep other supply costs as low as possible covering in house where possible.

Educational Support Staff, Premises Staff, Admin and Lunchtime Controller: We have been advised to allow for a 5% pay increase for support staff from April. This is lower than previous years as we have not replaced staff who have left.

Indirect Employee Exp: A slight decrease.

Training: Predicted slight decrease on last year.

Insurance: Provided by the borough as a set amount.

Premises
Building Maintenance: Slight decrease.

Ground Maintenance: Slight decrease but includes tree inspection costs.

Cleaning and Caretaking: Very slight increase.

Other Occupation Costs: Refuse collection and borough costs for insurance and premises insurance.

Supplies & Services
Curriculum: Decreased from last year.

ICT: Decrease from last year.

Admin: Covers all administration stationery, telephone, staff catering supplies, lease of photocopier, staff teaching resources.

Insurance: Borough insurance for school trips and off site visits.

Catering Supplies: Slight decrease from last year.

RBWM Services: Slight decrease from last year.

RBWM Services: Essential services bought from the borough such as payroll, bursar support, ICT and governor support which has decreased slightly this year as the services offered have decreased.

Contingency: We have not planned for a contingency as we are predicting the need of a licensed deficit loan.

Teaching Staff Assumptions – (at rates in line with Pay Panel Minutes)

1 full time Head Teacher leadership scale 21.

1 Assistant Headteacher paid on leadership scale 6 for 2 terms and leadership scale 7 for 4 terms.

1 Assistant Headteacher paid on leadership scale 3 for 2 terms and leadership scale 4 for 4 terms

2 full time teachers paid on upper pay scale 3 for 6 terms.

1 full time teacher paid on main scale 3 for 2 terms and main scale 4 for 4 terms.

1 part time teacher 0.6 paid on upper pay scale 1.

1 part time teacher 0.4 paid on upper pay scale 3.

1 part time teacher 0.7 paid on upper pay scale 1 for 2 terms and upper pay scale 2 for 4 terms.

1 part time teacher 0.7 paid on main scale 6.

1 part time teacher 0.2 paid on main scale 6.

1 part time teacher 0.3 paid on main scale 5 for 2 terms and main scale 6 for 4 terms.

Support Staff Assumptions – (at rates in line with Pay Panel Minutes)

Higher Level Teaching Assistant cover 33.75 hours per week.

Teaching Assistants cover 263.75 hours per week.

Specialist Teaching Assistant covering 22.25 hours per week.

Lunchtime Controllers cover 7.50 hours per week.

School Secretary works 35 hours per week.

School Bursar works 20 hours per week.

Caretaker/cleaner works 37 hours per week.

Clerk to Governors

2024-25 Budget (April YE)

		2022-23 Final Outturn	**2023-24 Final Outturn**	**2024-25 Budget**
Funding				
Formula funding		*1,021,395*	950,482	982,902
Pupil Premium		*32,880*	27,220	19,305
High Needs Top Up		*32,015*	41,102	17,429
Catch-Up Funding		***7,299***	4,939	
Sports Grant		***18,091***	17,931	17,931
UIFSM		***37,449***	40,249	40,249
Supplementary Grant		*30,588*	33,330	
MSAG				
Teachers			10,053	7,234
Pay/Pension Grant				20,496
Other income		*81,812*	79,331	83,398
Brought Forward		*28,243*	38,467	5,697
Total funding		***1,289,772***	**1,243,104**	**1,194,641**
Expenditure				
Staffing costs				
teaching staff	*E01*	*562,796*	578,254	636,632
supply staff	*E02*	*2,390*	2,600	5,000
education support staff	*E03*	*278,887*	293,487	266,362
premises staff	*E04*	*33,646*	34,300	36,190
admin	*E05*	*55,886*	62,340	66,009
lunchtime controllers	*E07*	*6,543*	6,380	5,528
		939,148	**977,361**	**1,015,721**
indirect employee exp	*E08*	*1,599*	1,109	500
training	*E09*	*7,888*	5,393	5,000
insurance	*E10 + E11*	*5,970*	5,794	6,085
sub total		***954,605***	**989,657**	**1,027,306**
Premises				
building maintenance	*E12*	*55,337*	25,872	25,000
grounds maintenance	*E13*	*12,730*	8,083	7,000
cleaning & caretaking	*E14*	*2,991*	3,333	3,400
water & sewerage	*E15*	*710*	355	781
energy	*E16*	*15,143*	19,684	20,000
other occupation costs	*E18*	*1,466*	1,506	1,506
sub total		***91,547***	**58,833**	**57,687**
Supplies and services				
curriculum	*E19*	*83,128*	69,802	61,000
ICT	*E20*	*19,627*	24,416	22,421
admin	*E22*	*6,180*	8,370	6,191
other insurance	*E23*	*6,562*	6,714	6,932
catering supplies	*E25*	*53,294*	42.559	42,006
curriculum bought in	*E27*	*8,571*	14,186	12,848
other bought in	*E28*	*27,791*	22,870	22,670
Predicted c/forward	*B102*	*0*	0	
sub total		***205,153***	**188,917**	**174,068**
Total expenditure	B	***1,251,305***	**1,237,407**	**1,259,061**
Year end C/forward	A-B	***38,467***	**5,697**	-64,420