Holy Trinity CE Primary School
Notes for the 2022/23 Budget Submission

Funding

- Funding is based on a formula set by the Local Authority and is based on 212 pupils.
- We have a carry forward of £38,467 this year, which has been achieved through very tight budgetary controls.

Expenditure

- Teaching Staff costs are slightly higher this this year and include a 5% pay award plus annual incremental award.
- Support Staff costs have increased this year as we have recruited a member of staff on a part time basis to work with a child one to one. We have also included a 5% pay award.
- Increase in energy costs, 33% electricity and 40% gas.
- 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 budget based on the assumptions and summary above.

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 212 pupils.

Formula Funding: Although the funding received per child has increased from £3,401.66 to £3,584.54, our total funding has decreased as our pupil numbers have fallen owing to the bulge class leaving.

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).

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 larger carry forward into the budget. Budget must be monitored closely this year to ensure, if possible, that we carry forward a larger sum into next years 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. 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. Increase owing to a member of staff being employed on a part time basis to work with a child one to one.

Indirect Employee Exp: A planned decrease.

Training: Predicted slight decrease on last year.

Insurance: Provided by the borough as a set amount.

Premises

Building Maintenance: Decreased as there are no planned projects this financial year.

Ground Maintenance: Decreased as there are no planned projects this financial year.

Cleaning and Caretaking: Slight increase.

Rates & Utilities: Not included in this years budget as this is now being paid centrally by RBWM.

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

Supplies & Services

Curriculum: Decreased from last year.

ICT: Increased from last year includes the replacement of classroom interactive whiteboards.

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 are predicting a carry forward of £15k for this financial year but are hoping with tight budgetary control this will be higher.

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 3 for 2 terms and leadership scale 4 for 4 terms.

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

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

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

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 4 for 2 terms and main scale 5 for 4 terms.

1 part time timer 0.4 paid on main scale 6 for 3 terms.

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

The Higher Level Teaching Assistants cover 61.75 hours per week.

The Teaching Assistants cover 282.50 hours per week.

Two Specialist Teaching Assistant covering 42.25 hours per week.

The Lunchtime Controllers cover 10 hours per week.

The School Secretary works 35 hours per week.

The School Bursar works 20 hours per week.

The Caretaker/cleaner works 37 hours per week.

Clerk to Governors

2023-24 Budget (April YE)

		2021-22 Final Outturn	2022-23 Final Outturn	2023-24 Budget
Funding				
Formula funding		*980,210*	1,021,395	950,481
Pupil Premium		*31,935*	32,880	27,600
High Needs Top Up		*40,246*	32,015	34,000
Catch-Up Funding		***12,382***	7,299	5,125
Sports Grant		***18,055***	18,091	10,553
UIFSM		***35,883***	37,449	37,488
Supplementary Grant			30,588	
MSAG				33,880
Other income		*60,906*	81,812	88,406
Brought Forward		*5,791*	28,243	38,467
Total funding		***1,185,408***	**1,289,772**	**1,226,000**
Expenditure				
Staffing costs				
teaching staff	*E01*	*561,229*	562,796	564,268
supply staff	*E02*	*7,385*	2,390	5,000
education support staff	*E03*	*254,546*	278,887	286,317
premises staff	*E04*	*34,624*	32,646	36,210
admin	*E05*	*56,043*	55,886	61,924
lunchtime controllers	*E07*	*7,172*	6,543	6,908
		920,999	**939,148**	**960,627**
indirect employee exp	*E08*	*1,768*	1,599	800
training	*E09*	*4,085*	7,888	5,000
insurance	*E10 + E11*	*6,306*	5,970	5,970
sub total		***933,158***	**954,605**	**972,397**
Premises				
building maintenance	*E12*	*11,982*	55,337	27,335
grounds maintenance	*E13*	*4,353*	12,730	7,000
cleaning & caretaking	*E14*	*11,454*	2,991	3,400
water & sewerage	*E15*	*443*	710	781
energy	*E16*	*15,841*	15,143	17,829
rates	*E17*	*3,170*	3,170	
other occupation costs	*E18*	*1,595*	1,466	1,466
sub total		***48,838***	**91,547**	**57,811**
Supplies and services				
curriculum	*E19*	*55,999*	83,128	66,760
ICT	*E20*	*20,346*	19,627	20,756
admin	*E22*	*5,475*	6,180	6,398
other insurance	*E23*	*7,24*	6,562	6,562
catering supplies	*E25*	*52,161*	53,294	47,045
curriculum bought in	*E27*	*8,708*	8,571	7,834
other bought in	*E28*	*24,727*	27,791	25,437
Predicted c/forward	*B102*	*0*	0	15,000
sub total		***174,440***	**205,153**	**195,792**
Total expenditure	B	***1,156,436***	**1,251,305**	**1,226,000**
Year end C/forward	A-B	***28,972***	**38,467**	0