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 241 pupils.
- We have a carry forward of £28,971 this year, which has been achieved through very tight budgetary controls.

Expenditure

- Teaching Staff costs are slightly less this this year and include a 2% pay award plus annual incremental award.
- Support Staff costs have decreased slightly this year as we have lost a member of staff who has not been replaced. We have also o included a 2% pay award.
- 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 241 pupils.

Formula Funding: We have, once again, a slight increase in funding this year as the amount we receive per child has increased from £3,300.82 to £3,401.66.

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 the donation from the PTA for the KS2 Outdoor Area.

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 2% 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: Costs include staff employed using the Covid Catch-Up Fund. 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: Slight decrease in expenditure. A member of staff who left has been replaced by a member of staff on a lower pay scale

Indirect Employee Exp: Very slight planned decrease.

Training: Predicting a slight increase on last year.

Insurance: Provided by the borough as a set amount.

Premises

Building Maintenance: Large increase as it includes the planned KS2 outdoor area.

Ground Maintenance: Increased from previous year to include tree maintenance works identified in the tree inspection.

Cleaning and Caretaking: Significant reduction this year as last year's figures include the cost of the relief cleaners.

Rates & Utilities: Increased from last year in line with Borough guidelines.

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

Supplies & Services

Curriculum: Increased from last year, includes the resources already agreed by Governors.

ICT: Decreased from last year as we have not budgeted for any hardware purchases.

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. This is the figure we have been given and it is a slight decrease on last year.

Catering Supplies: Slight decrease from last year.

RBWM Services: Slight increase 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 for decreased.

Contingency: We are predicting a carry forward of £75k for this financial year.

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

1 full time Head Teacher leadership scale 19.

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

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

1 full time teacher paid on upper pay scale 3 for 6 terms plus a TLR 2a.

1 full time teacher paid on upper pay scale 3 for 4 terms.

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

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

1 part time teacher 0.7 paid on upper pay scale 1.

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 0.2 paid on main scale 3 for 2 terms and main scale 4 for 4 terms.

<u>Support Staff Assumptions – (at rates in line with Pay Panel Minutes)</u>

The Higher Level Teaching Assistants cover 60 hours per week.

The Teaching Assistants cover 282.50 hours per week.

A Specialist Teaching Assistant covering 23.50 hours per week.

The Lunchtime Controllers cover 7.5 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

2022/23 Budget Detail

2022-23 Budget (April YE)

			2020-21 Final Outturn	2021-22 Final Outturn	2022-23 Budget
Funding					
Formula funding			*948,649*	980,210	1,018,225
Pupil Premium			*38,765*	31,935	23,865
High Needs Top Up			*28,634*	40,246	36,267
Catch-Up Funding			***11,020***	12,382	
Sports Grant			***18,012***	18,055	9,000
UIFSM			***36,997***	35,883	35,660
Supplementary Grant					26,960
Other income			*27,143*	60,906	79,573
Brought Forward				5,791	28,972
Total funding			***1,109,220***	**1,185,408**	**1,258,522**
Expenditure					
Staffing costs					
teaching staff	*E01*		*565,870*	561,229	561,011
supply staff	*E02*		*4,687*	7,385	7,196
education support staff	*E03*		*244,010*	254,546	242,622
premises staff	*E04*		*37,041*	34,624	32,985
admin	*E05*		*58,347*	56,043	54,853
lunchtime controllers	*E07*		*5,476*	7,172	4,757
			915,431	**920,999**	**903,424**
indirect employee exp	*E08*		*874*	1,768	1,300
training	*E09*		*2,944*	4,085	4,700
insurance	*E10 + E11*		*6,236*	6,306	6,306
sub total			***925,485***	**933,158**	**915,730**
Premises					
building maintenance	*E12*		*12,550*	11,982	49,000
grounds maintenance	*E13*		*3.937*	4,353	11,000
cleaning & caretaking	*E14*		*2,110*	11,454	5,350
water & sewerage	*E15*		*1,467*	443	500
energy	*E16*		*8,944*	15,841	20,023
rates	*E17*		*3,200*	3,170	3,170
other occupation costs	*E18*		*1,328*	1,595	1,793
sub total			***33,536***	**48,838**	**90,836**
Supplies and services					
curriculum	*E19*		*27,727*	55,999	62,517
ICT	*E20*		*28,740*	20,346	17,640
admin	*E22*		*5,066*	5,475	5,437
other insurance	*E23*		*7,062*	7,024	7,390
catering supplies	*E25*		*39,719*	52,161	49,340
curriculum bought in	*E27*		*8,025*	8,708	8,966
other bought in	*E28*		*28,069*	24,727	25,666
Predicted c/forward	*B102*		*0*	0	75,000
sub total			***144,408***	**174,440**	**251,956**
Total expenditure	B		***1,103,429***	**1,156,436**	**1,258,522**
Year end C/forward		A-B	***5,791***	**28,972**	0