

Holy Trinity CE Primary School
Notes for the 2021/22 Budget Submission

Funding

- Funding is based on a formula set by the Local Authority and is based on 236 pupils.
- We have a very small carry forward of £5,791 this year, which is better than at first predicted, this has been achieved through very tight budgetary controls.

Expenditure

- Teaching Staff costs are slightly less this year and include a 2% pay award plus annual incremental award.
- Support Staff costs have increased this year taking into account the employment of a specialist teaching assistant. We have also 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 236 pupils. (As of today's date there are in fact 242 pupils on role but the funding is based on the October census)

Formula Funding: We have an increase in funding this year as the amount we receive per child has increased from £3,017.36 to £3,300.82.

Other income: Included are the rental for the school cottage, stage coach rental and income from school trips (these trip costs are netted off in the expenses section). We have again assumed a reduction in donations from the PTA.

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.

Deficit Brought Forward: This year we are bringing a small 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: Significant increase in costs this year owing to the appointment of a specialist teaching assistant.

Indirect Employee Exp: Very slight planned increase.

Training: Predicting a slight increase on last year.

Insurance: Provided by the borough as a set amount.

Premises

Building Maintenance: We have not planned for any significant works this year.

Ground Maintenance: Increased from previous year to include tree inspection costs.

Cleaning and Caretaking: These are budgeted to remain relatively flat year on year.

Rates & Utilities: Slight increase on last years figures.

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

Supplies & Services

Curriculum: As expected increased from last year.

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

Catering Supplies: Increased 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 have a small contingency budget of £10k for this financial year.

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

1 full time Head Teacher leadership scale 17.

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

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

1 full time teacher paid on main scale 6 for 2 terms (budgeted for a full time teacher paid on upper pay scale 1 for 4 terms).

1 part time teacher 0.8 paid on main scale 4 for 2 terms and main scale 5 for 4 terms.

1 part time teacher 0.7 paid on main scale 6 for 2 terms and upper pay scale 1 for 4 terms.

1 part time teacher 0.7 paid on main scale 6.

1 part time teacher 0.4 paid on main scale 6.

1 part time teacher 0.2 paid on main scale 6.

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

The Higher Level Teaching Assistants cover 60 hours per week.

Nursery Nurse (leaving at end of summer term).

The Teaching Assistants cover 336.50 hours per week.

The Lunchtime Controllers cover 12.5 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

2021/22 Budget Detail

2021-22 Budget (April YE)

		2019-20 Final Outturn	2020-21 Final Outturn	2021-22 Budget
Funding				
Formula funding		979,573	948,649	980,210
Pupil Premium			38,765	33,280
High Needs Top Up			38,634	39,761
Catch-Up Funding			11,020	7,866
Sports Grant			18,012	18,060
UIFSM			36,997	36,997
Other income		108,291	27,143	46,086
Brought Forward		23,210		5,791
Total funding		1,111,074	1,109,220	1,168,051
Expenditure				
Staffing costs				
teaching staff	E01	559,399	569,356	565,015
supply staff	E02	74	4,687	7,866
education support staff	E03	233,982	246,560	272,741
premises staff	E04	27,268	39,041	40,202
admin	E05	49,888	51,386	51,386
lunchtime controllers	E07	5,465	5,476	6,115
		876,176	916,506	943,325
indirect employee exp	E08	1,208	874	1,604
training	E09	7,680	2,944	5,000
insurance	E10 + E11	6,076	6,236	6,236
sub total		891,140	926,560	956,165
Premises				
building maintenance	E12	17,112	12,550	15,500
grounds maintenance	E13	10,322	3,937	5,000
cleaning & caretaking	E14	3,000	2,110	2,175
water & sewerage	E15	1,441	1,467	1,500
energy	E16	14,346	8,944	10,100
rates	E17	2,930	3,200	3,200
other occupation costs	E18	1,816	1,328	1,770
sub total		50,967	33,536	39,245
Supplies and services				
curriculum	E19	60,056	26,650	44,105
ICT	E20	13,703	28,740	20,552
admin	E22	5,064	5,067	3,590
other insurance	E23	7,117	7,062	7,062
catering supplies	E25	42,823	39,719	54,053
curriculum bought in	E27	12,815	8,025	8,151
other bought in	E28	29,426	28,070	25,128
contingency	B102	0	0	10,000
sub total		171,004	143,333	163,641
Total expenditure	B	1,113,111	1,103,429	1,168,051
Year end C/forward	A-B	-2,037	5,791	0

