



**ST. CATHERINE'S C of E PRIMARY SCHOOL
FINANCE REPORT TO THE GOVERNORS
AUTUMN TERM 2015**

Information within this report is linked to the items below:

- 1. Annual Budget Planning**
- 2. Budget Monitoring**
- 3. Non-public Funds**
- 4. FMSiS Return**
- 5. Health and Safety**
- 6. Recommendations/ Policy Review**

- I. To provide guidance and assistance to the Head Teacher and Governing Body in all matters relating to budgeting and finance in line with FMSiS standards.*
- II. To consider the priorities set down in the school development plan (and post Ofsted Action Plan) and prepare an annual budget for approval by the full Governing Body.*
- III. To prepare and review financial policy statements and to make recommendations to the full Governing Body about expenditure limits.*
- IV. To receive regular financial reports and monitor income and expenditure of all public funds, in accordance with the financial plan for the year.*
- V. To vire funds and authorise expenditure within the pre-set limits.*
- VI. To ensure the audit of non-public funds for presentation to the full Governing Body.*
- VII. To receive, and where appropriate respond to, the periodic audits of all public funds. To ensure this is reported to the full Governing Body and the audit report is available for all governors to see.*
- VIII. To consider and make recommendations to the full Governing Body about long-term planning and resourcing.*
- IX. To prepare for approval by the full Governing Body, and keep under review, the school's policy on charging for school activities.*
- X. To ensure the financial management of the school is operating in accordance with the Financial regulations of the LA and agreed financial authority.*
- XI. To submit a budget statement for the School Handbook / School Profile.*

1. Annual Budget Planning

Annual Budget planning	Budget was set for 2015 2016 and is monitored monthly. We have completed a forecast to the end of the financial year. We are not anticipating overspending and therefore expecting current levels to be sustainable. Our new LMS Technician is Zoe Parrish.
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2. Monitoring of Budget Reports

Monthly Budget Reports	<p>See attached October report.</p> <p>We are currently re-furbishing the KS2 library and work area. This work should be completed by mid-November. We are currently using school funds and after work is complete and final invoices received we shall adjust budget headings and move the reserves allocated to this so that a more accurate picture of expenditure will be available. We are not anticipating overspending on this.</p> <ul style="list-style-type: none"> • We have purchased new touchscreens for four classes – Y1, Y2, Y4 and Y6. We would like to purchase ones for Y3 and Y5 but are trialling them until December to see how they are working. • We have purchased 4 sets of tablets – 15 in each set – used by all classes. • We have purchased a charging cabinet for our 30 netbooks. • We have purchased four new free-standing library shelves for the work area. • We are having specially built work benches for our desktops in KS1 and in our computer room (previously the library).
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	<ul style="list-style-type: none"> • We have had the shelving and sink removed from KS2 and especially built cupboards installed for maths and art equipment. • We will be re-using some of the old library display shelving for the KS2 work area. • We are having store cupboards installed above the ICT work benches in the computer room for storing teaching resources. • We are re-installing an interactive whiteboard in that room also and having new electrics put in for the desktops. • We have purchased new tables for Y1, new chairs for Y5, Y6, Y1, Y2 and Reception. <p>We will also need to purchase new tables and chairs for the KS2 Learning area but again awaiting until we see what is most suitable.</p> <p>We may need to purchase some whiteboards/ display boards also but will wait until majority of work is complete so that we can see what is required.</p> <p>We are decorating Y5 and Y6, partially decorating Y2, Y4 and Y1 as part of our on-going maintenance programme.</p> <p>All quoted work is on the finance system so costs already accounted for.</p>
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3. Non-public Funds

<u>Non-public Funds</u>	School Private Fund - has been audited by our Clerk in July 2015. It is managed by our Finance Secretary, Tanya Swann. The Nursery budget is managed by Julia Pollard.
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4.FMSiS return

<u>Financial Management Standards</u>	The return was submitted in March 2015. The next return will be due March 2016. However when conversion takes place will be updated to the conversion date.
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5. Health and Safety

<u>Health and Safety</u>	We are due a termly visit. We have completed all aspects outlined in previous termly visit. See Full Board report.
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6. Recommendations/ Policy Review

<u>Recommendations</u>	None at present.
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PE ALLOCATION 2015/ 2016.

908 Cornwall 3797 £8,920

The premium for the 2015 to 2016 academic year is paid in 2 instalments from the Secretary of State to the authority as follows:

Financial year 2015 to 2016 academic year:	Payment date
2015 to 2016	September 2015 to March 2016 29 October 2015
2016 to 2017	April to August 2016 29 April 2016

Schools that convert to academies from 1 September 2015 up to and including 1 April 2016 will be paid the April to August 2016 element of the academic year allocation direct from the EFA on 1 May 2016.

The premium must be spent by schools on making additional and sustainable improvements to the provision of PE and sport for the benefit of all pupils to encourage the development of healthy, active lifestyles. The Secretary of State does not consider the following expenditure as falling within the scope of additional or sustainable improvement:

- employing coaches or specialist teachers to cover planning preparation and assessment (PPA) arrangements - these should come out of schools' core staffing budgets
- teaching the minimum requirements of the national curriculum PE programmes of study - including those specified for swimming

Maintained schools, including those that convert to academies, must publish information about their use of the premium on their website by 4 April 2016. Schools should publish the amount of premium received; a full breakdown of how it has been spent (or will be spent); what impact the school has seen on pupils' PE and sport participation and attainment and how the improvements will be sustainable in the future. Schools should also consider how their use of the premium is giving pupils the opportunity to develop a healthy, active lifestyle.

Signed - Sarah Chapman

Date – 2nd November 2015