



## **Meeting of the South Bank Engineering UTC Finance & General Purposes Committee**

5.00 - 6.00 pm on Wednesday, 16 November 2016  
in South Bank Engineering UTC, 56 Brixton Hill SW2 1QS

### **Agenda**

<i>No.</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
1.	Welcome & Apologies		NF
2.	Declarations of Interest		NF
	- Governors are requested to declare any interest in any item of business		
<b>Items to discuss</b>			
3.	October 2016 Financial Management Report	3 - 6	DS
4.	Pupil Premium	7 - 10	DC
5.	Premises Report*		DC
<b>Items to note</b>			
6.	Finance & General Purposes Terms of Reference	11 - 12	PS
7.	Any Other Business		NF

\* *To follow*

**Date of next meeting  
5.00 pm on Wednesday, 1 March 2017**

**Members:** Natalie Ferer (Chair), Rao Bhamidimarri, Dan Cundy and Lynn Grimes

**Apologies:**

**In attendance:** Dan Smith (Business Manager), Pervena Singh (Clerk)

This page is intentionally left blank



	CONFIDENTIAL
Paper title:	October 2016 Financial Management Report
Board/Committee:	South Bank Engineering UTC Finance & General Purposes Committee
Date of meeting:	16 November 2016
Sponsor:	CEO
Author:	Business Manager
Purpose:	Information
Recommendation:	To provide information and prompt questioning from the committee

## **Executive Summary**

The purpose of this report is to provide information to the South Bank Engineering UTC Finance and General Purposes committee regarding the UTC's financial position.

Information on the following is provided;

- Current forecast
- Revised forecast compared to budget
- Clawback provision
- Analysis of forecast income and expenditure
- Lead in Costs
- Capital Expenditure
- Audit Timetable

The information should provide assurance of the UTC's financial position and future plans and also provide enough data for questioning.



The table below shows the current financial position for the financial and academic year 2016/17.

<b>Current Forecast for Academic Year 2017 (as at the 31st October 2016)</b>						
Percentage of Academic Year passed = 17%						
<b>Income</b>	<b>Current</b>	<b>Forecast</b>	<b>Budget</b>	<b>Variance Forecast/Budget</b>	<b>Current/Forecast %</b>	<b>Comment</b>
GAG Income	191,922	1,161,429	1,161,429	0	17%	On Target
Start Up Grants	180,375	229,500	229,500	0	79%	On Target - Start Up Grants are Front Ended
Other Government Income	0	33,781	33,781	0	0%	On Target
Other Income	5,996	27,647	27,647	0	22%	On Target
Capital Grant	0	0	0	0	0%	On Target
Prospective Clawback	(59,212)	(355,274)	0	(355,274)	17%	On Target
<b>Income Total</b>	<b>319,081</b>	<b>1,097,083</b>	<b>1,452,357</b>	<b>(355,274)</b>		
<b>Expenditure</b>	<b>Current</b>	<b>Forecast</b>	<b>Budget</b>	<b>Variance Forecast/Budget</b>	<b>Current/Forecast %</b>	<b>Comment</b>
Teaching Salaries	94,696	586,324	619,654	33,330	16%	On Target
Other Salaries	31,759	232,883	210,622	(22,261)	14%	On Target
Other Staff Costs	3,037	18,925	20,684	1,759	16%	On Target
Building Maintenance & Occupancy Costs	2,977	36,486	63,958	27,472	8%	Utility Costs not received
Curriculum Budgets	2,673	18,926	43,070	24,144	14%	On Target
Consultancy/Professional Services	43,050	56,165	70,000	13,835	77%	Central Services Costs Paid in Full
Catering Costs	8,931	53,352	68,845	15,493	17%	On Target
Exams	0	3,600	3,600	0	0%	No Exam Costs to date
IT Costs	845	21,940	55,344	33,404	4%	Minimal Costs to date
Capital Costs	0	0	0	0	0%	On Target
Other Costs	10,952	44,833	104,386	59,553	24%	Marketing for Post 16 Paid
<b>Expenditure Total</b>	<b>198,920</b>	<b>1,073,434</b>	<b>1,260,162</b>	<b>186,727.78</b>		
<b>Surplus/(Deficit)</b>	<b>120,161</b>	<b>23,649</b>	<b>192,196</b>	<b>(168,547)</b>		

#### Notes:

Variance Column: A positive number indicates a positive variance, this shows a better forecasted financial result against the original budget

A negative (bracketed) number indicates an adverse variance, this shows a poorer forecasted financial result against the original budget

#### Introduction

Please find above the finance report for October 2016 for the South Bank Engineering UTC. Within this report you will find analysis relating to the forecast and additional information.

#### Budget and Forecast

The budget was originally set using an estimated number of 144 students. As income is directly linked to pupil numbers, it is sensible to estimate the high end of what could be achievable as it is simpler and quicker to ring-fence any over provision than it is to request additional income.

The number of students that the UTC had on Census day (6<sup>th</sup> October) was 92. As this will mean a reduction in income (known as clawback) the forecast has been adjusted to take this into consideration. The income is stated as per the funding statement but with a deduction for the likely clawback shown on a separate line to reduce the total income.

The expenditure has been reforecast to take into account the reduction in pupil numbers. Items such as Catering and Educational Resources are also linked to pupil numbers.



Pupil Number Analysis					
2016/17					
	Year 10	Year 12		Total	Funding £'000
Per Autumn Census	36	56		92	1,097
Funded Students	45	99		144	1,452

## Forecast Analysis

### Income

Income is currently in line with the budgeted amounts. Start-up grants are 79% received as they are 'front ended' towards the start of the year. Information on Pupil Premium and Top Up Funding for specific students is currently unavailable, amounts for these have been forecast as accurately as possible but with a conservative bias.

### Expenditure

The majority of expenditure is in line with the budget. Positive variances on staffing can be attributed to staff members opting out of pension schemes and small changes in pay scales. Additional expenditure on PE support and facility hire has meant that there is a forecast negative variance for other salaries.

### Lead in Costs

Costs borne before the UTC opened in September 2016 were financed by the lead-in budget supplied by the DfE. Any cost was claimed and funded by submitting a claim form. The last claim form has been submitted. At present all costs have been funded.

### Capital Expenditure

The Education Funding Agency (EFA) have supplied funding for start-up costs of £198,750, this funding is divided into two categories, ICT (£140,000) and Furniture and Fittings (£58,750). Submissions to the EFA for additional money can be made. The expenditure so far is shown below.

Capital Funding - EFA	ICT	FFE
Funded	140,000	58,750
Claimed	26,305	41,250
To Claim	112,647	14,372
Remaining	1,048	3,128



Audit Timetable

The auditors Kingston Smith LLP have finished their onsite fieldwork for the Academy and the UTC on the 17<sup>th</sup> October, this should enable the accounts to be completed and ready for a final audit meeting on the 14<sup>th</sup> November. The Accounts will be distributed ahead of the planned South bank Academies Trust Audit Committee meeting on the 29<sup>th</sup> November before being signed off at the Full Trustees meeting on the 8th December.

	CONFIDENTIAL
Paper title:	Pupil Premium
Board/Committee:	South Bank Engineering UTC Finance & General Purposes Committee
Date of meeting:	16 November 2016
Author:	Principal
Purpose:	To note
Recommendation:	The committee is requested to note and discuss the report.

Pupil Premium funding is given to schools to help support students with disadvantage so as to close the gap in attainment between them and their peers. It is allocated to schools for every student who has been in receipt of free school meals at any time in the previous six years as well as to Looked After Children and those in Armed Services families as follows:

- Students who have been eligible for Free School Meals (FSM) at any time in the last six years: FSM6 – £935 per student
- Children in care, referred to as 'Looked After Children' (LAC) - £1900 per student
- Students of parents serving in the armed forces to address the emotional and social well-being of these students (Forces Premium) - £300 per student

### **2016-17 academic year**

At South Bank Engineering UTC, our Pupil Premium allocation is as follows for our Key Stage 4 cohort:

FSM6: 15 students (42% of roll in Year 10) = £14,025

LAC: 1 student (3% of roll in Year 10) = £1,900

Forces Premium: 0 students = £0

**Total: £15,925**

## **Barriers**

Disadvantaged students face a range of barriers to educational achievement in relation to their peers. The main barriers include:

- Access to appropriate space and environment at home to study independently
- Access to technology to facilitate learning off site
- Access to funding for business dress
- Access to funding for transport, especially outside London and on underground services
- Access to a healthy, balanced diet in line with the needs of young people
- Access to targeted support for catchup study, especially in literacy and numeracy
- Access to co-curricular opportunities
- Access to training and development likely to develop employability or earnings power

South Bank Engineering UTC will allocate additional Pupil Premium funding according to its Pupil Premium Strategy so as to have maximum impact in a manner targeted at individual students.

## **Pupil Premium Strategy**

### Overarching Objective

To close the gap in performance between disadvantaged students and their peers through effective and efficient use of Pupil Premium funding.

### Objectives for 2016/2017

- Use funding to enhance staffing complement in order to offer reduced class sizes in key areas of the curriculum, especially in English, maths and engineering;
- Use funding to offer a range of enrichment activities which enhance students' employability, such as CAD;
- Use funding to offer supervised independent study sessions in lieu of homework, to remove barriers to learning outside the UTC;
- Use funding to offer supplementary tuition in English and mathematics;
- Use funding to offer free healthy snacks during the UTC day: fresh fruit, cereal bars and water;
- Provide subsidy and funding support for educational trips, visits and resources;
- Provide support for uniform and equipment for students who need support;
- Use funding to provide access to educational technology both at the UTC through laptop and tablet access, but also outside the UTC through online technologies such as OneNote.



## **Measuring the impact of Pupil Premium funding**

Every year the UTC will commission a Pupil Premium audit. This audit analyses the impact of all pupil premium expenditure and makes recommendations for future development. At the start of each academic year, the UTC will publish an analysis of how Pupil Premium funding was spent, and most importantly, the impact it has had in raising standards and narrowing the gap in performance to students nationally who are not in receipt of Pupil Premium funding.

## **Review**

The Pupil Premium strategy will next be reviewed in July 2017

This page is intentionally left blank



	CONFIDENTIAL
Paper title:	Finance & General Purposes Terms of Reference
Board/Committee:	South Bank Engineering UTC Finance & General Purposes Committee
Date of meeting:	16 November 2016
Purpose:	To note
Recommendation:	The South Bank Engineering UTC LGB approved the terms of reference at the meeting held on 28 September 2016

## **Finance and General Purposes Committee**

### **Purpose**

- To assist the decision making of the Local Governing Body, by undertaking detailed consideration of all matters relating to finance, premises, health and Safety and other matters.
- To ensure, on behalf of the Local Governing Body, that proper planning, monitoring are probity are in place and that appropriate operating mechanisms exist.

Membership: three governors and the Principal. Business Manager to attend.

Quorum: two governors and the Principal.

Meetings: once a term (three times a year)

### **Terms of Reference**

#### **Overall responsibilities**

- To consider, review and monitor the school's annual budget;
- To ensure the school meets the requirements of independent audit process;
- To consider recommendations from external reviews, make recommendations to the LGB on action, and monitor and evaluate implementation.
- To monitor and evaluate the use of resources, including long term financial plans;

#### **Budgeting and monitoring**

- To review and agree on behalf of the LGB the system of financial controls, including audit, and monitor implementation;
- To ensure expenditure is consistent with the school's financial policies;



- To consider and recommend approval of expenditure not included in the approved budget according to the limits set in the financial delegations;
- To ensure that an annual check of the inventory and of fixed assets is carried out.

**Premises**

- To consider any reports on premises -related issues including relevant contracts for facilities management and procurement;
- To recommend approval of costs and arrangements for facilities management within the budget allocation.

**Staffing**

- To review issues relating to the staffing costs.

**Reporting**

- To report termly on management accounts, and on the agreed annual budget to the LGB;
- To report on the annual audit of all public funds to the LGB.