

**Hodge Hill Girls' School
Financial Motion
2017**

The Governing Body of Hodge Hill Girls' School agrees to adopt and adhere to the Local Authority Finance Regulations

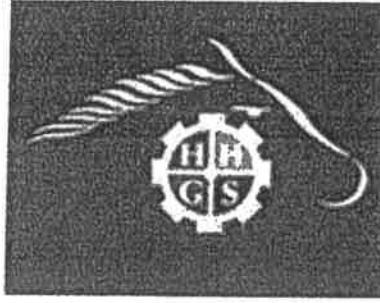
Date: 27.3.17

Signed:

A handwritten signature in black ink, appearing to read 'K. Siva Yogaswarasu'.

Chair of Governing Body

K. SIVA YOGASWARASU



Hodge Hill Girls' School

Final Budget Plan

1 April 2017 to 31 March 2018

For Governor Approval

27 March 2017

Final Budget Plan April 1st 2017 to 31st March 2018

Hodge Hill Girls' School

LINK TO SDP			
	SBS Actual	4,237,064	As per SBS Notification 2017/2018
	Estimated Pupil Premium (£935 per pupil)	250,000	Estimated at 317 x £935 =£296,395
	Devolved Capital	16,606	Provisional to be confirmed by DFE after March 2017
	Total Budget	4,503,660	
1b(x),(xi), 1G(i), (ii)	Employee		
3C	Admin, Clerical	643,711	Base Figures taken from printout Draft 4 Feb 17 and adjustments sheet
	Building Services Supervisors	78,783	Base Figures taken from printout Draft 4 Feb 17 and adjustments sheet
	Classroom Assistants & Learning Mentors	112,807	Base Figures taken from printout Draft 4 Feb 17 and adjustments sheet
	Clerk to Governing Body Salary	2,500	Same as previous year
	Invigilators	3,200	Same as previous year
	Maternity/Paternity Pay	-	See Maternity tab commitment included in teachers
	Midday Supervisors	12,943	Base Figures taken from printout Draft 4 Feb 17 and adjustments sheet
	Teaching Staff	2,347,197	Base Figures taken from printout Draft 4 Feb 17 and adjustments sheet
	Technicians - Lab & ICT	145,507	Base Figures taken from printout Draft 4 Feb 17 and adjustments sheet
	Apprenticeship Levy	17,000	New Charge
	Subsistence	1,000	Teachers only. Subsistence no longer payable to support staff
	Other Employee		
	Cover Support Staff Agency	15,000	Reduced by £10,000
	Cover Teaching Staff (Other)	30,000	Same as previous year
	Cover Teaching Staff (Sickness)	32,000	Same as previous year
	Cover Maternity/Paternity	12,000	S Parveen cover ML Apr-Jul
	Cover Vacancies		G Mill & H Hussain long term supply Apr - July. Currently costed in teachers
	Relief teacher AH	10,600	1 day x £265 x 40days pa
	INSET		
1A(ii), 1 (vi), 1B(iv), 2A 2b(iii)	CPD / School Improve /Teachers	5,000	Reduced by £2000
	CPD/Support Staff CQ	2,500	Reduced by £300
1B(xii)	Governor Training	500	Same as previous year
1B(i), (ii), (iii),(viii)			
1C(i) 2B	Whole School Training Issues	2,000	Reduced by £1000
1B(xiii), 1D, 2A, 4B	Capitation		
	Pupil Periods (Capitation)	45,000	Same as previous year
	Premises		
	Canteen (incl maintenance)	2,000	Same as previous year
	Cleaning Materials SL	4,000	Same as previous year
1G(i)	Contract Cleaning	96,896	As per quote
	Display ZJ	200	Reduced by £300
	Electricity	40,950	Estimated plus 5%
1F(iii)	Energy Efficiency Project	19,492	(£19492 pa for 7 years from April 2014)
	Furniture SL	5,000	Same as previous year
	Gas	16,950	Estimated plus 5%
1B(xiii), 1F(i), (ii)	General Repairs & Maintenance SL	25,000	Same as previous year
	Grounds Maintenance SL	9,600	5 Year Fixed Priced contract 01/04/2017 to 31/03/2022
	Rates	60,359	In and out transaction see section 51 budget
	Refuse SL	5,500	Estimated cost
	Security & Alarms SL	12,000	Same as previous year
	Structural Repairs & Maintenance (Solihull) SL	24,000	£16102 for solihull agreement 17/18 . Reduced by £10,000 as no 5 year inspection
	Water & Sewerage Metered	5,000	Same as previous year
	Water & Sewerage Unmetered	5,000	Same as previous year
	Suppliers		
	Administration	25,544	
	Bank Charges	-	
	Cashless Catering	4,000	Estimated cost likely to be £3734 extra to cover possible upgrade / call outs
	Educational Visits Insurance DW	850	Estimated
	Bidding for Equipment EB	-	
	Exam Fees NQ	55,000	Increased by £5000
	Governing Body & Clerk Expenses	500	Same as previous year
1B(xiii), 1F(i)	Health & Safety/ First Aid	1,000	Same as previous year
	Hire Fees/Cookers	1,525	As per contract
1E	ICT Maintenance/Development PS	13,000	As advised by PS
1E	ICT Subscriptions	18,708	As advised by PS. See breakdown costing sheet.
	Insurance (Computers) PS	-	
	Insurance(school)	20,050	20050 detailed in 17/18 budget briefing notes
	Maintenance Equip Incl Contracts	4,000	Reduced by £1000
1A(iv)	Marketing	3,000	Same as previous year
	Photocopying & Paper	12,000	Same as previous year
	Planners SA	3,000	Increased by £750
	Postage	8,800	Same as previous year
1E(iv)	Printer Cartridges PS	5,800	As advised by PS
	Quality Marks	-	
1A(vii) 1A(ix) 1C(iii)	Recruitment	13,000	To include introductory fees and SLT Recruitment
1G(i), (ii)	School Meals Contract	30,000	Estimate provided by Litmus
	School Meals Monitoring	3,800	Visits £300 but mileage added £15 315x12 £3780
	Tendering	-	
	Swimming	-	
	Telephones (Voice2Voice)	3,000	Increased by £800

Final Budget Plan April 1st 2017 to 31st March 2018 (continued)

Carry Forward Balance and Future Projects

Funds brought forward from 2016/2017	
Pupil Premium Estimated	£60,000
Pupil Premium Catch UP Estimated	£20,000
SBS Estimated	£150,000
Total	£230,000
Reserved in Carry Forward	
Resurface Tennis Court -Estimated	£80,000
National Curriculum & new GCSE Bids - Estimated	£20,000
Contingency	£25,000
ICT replacmnet	£20,000
Tender for cleaning contract	5000
Pupil Premium Catch-up approximately	
Mentors April until Jul & SA, Apri - Sept)	£20,000
Pupil Premium approximately	
Mentors in main subject areas/plans until July	£60,000

Sue Salter 27/03/2017

K Siva Yogaiswaren 27/03/2017




Bursar

Chair of Governors



Eileen Brown, Headteacher

Final Budget Plan April 1st 2017 to 31st March 2018 (continued)

Salaries - Forecast & adjustments 2017-2018

Teachers		Admin	
Forecast Draft 4	2378283	Forecast Draft 4	644113
Aiston A (ML Cover for SF)	21990	Qureshi N - Pupil Premium funded (Journal)	-15389
Akhtar G	1285	Palet M - Extension fixed term contract to March 17	14987
Akram N	-32172		
Ayub N NQT	16590		
Edmonds O	-1047		
Finnegan S (ML)	-14169		
Gani s Contract 1	-4593		
Gani s Contract 2	-3291		
Satter H	28320		
Singh R (leaver)	-56333		
Raymond T	-1634		
Vacancy (Singh R)	58337		
Vacancy Mills (now filled Satter H)	-43432		
Vacancy Physics	45783	Total	643711
Vacancy TLR NN	2640		
Vacancy TLR SF	2640		
Pupil Premium Teacher contribution (Journal)	-50000		
		Pupil Premium Salary contributions	
		24 spare periods - put towards budget as 1 teachers on U1 including oncosts	50000
Total Teachers	2347197		
		Qureshi N Admin/ data (PP)	15389
		Sagheer A Learning Mentor (PP Catch Up)	15172
		Total	
		Techs	
		Forecast Draft 4	145507
		Total	145507
		BSS	
		Forecast Draft 4	78783
		Midday Supers	
		Forecast Draft 4	12943
Total	78783	Total	12943
		Maternity Pay Estimate 50% - Information only	
		SF	14170
		NA	0
		NN - currently fully costed in teacher budget	38936
		Total	53106
		Teaching Assistants	
		Forecast Draft 4	131981
		Vacancy Maoloney - not replacing	-4002
		Sagheer A - Pupil Premium Catch up Funded (Journal)	-15172
		Maternity Cover - Information only	
		SF - Aiston	21990
		NA - N Ayub	16950
		NA - S Parveen Agency	11840
		NN - No cover	
Total	112807	Total	50780
Sue Sailer 27-Mar-17	K Siva Yogaiswaren 27-Mar-17	Eileen Brown 27-Mar-17	

Bursar

Chair of Governors

Headteacher

	Professional Fees		
1E	Advanced MIS	9,282	As advised by PS
	Behavioural Learning EB	-	Reduced by £5000
	Corporate Procurement	900	3 Year Fixed Price 01/04/2016 to 31/03/2019
1E	LINK2ICT	22,920	As advised by PS
	Network fees	1,200	Reduced by £800
1b(ix)	Occupational Health	1,000	Same as previous year
	Peripatetic Music Tuition	-	Discontinued this year
	Personnel & Payroll Services (104 employees Band 7)	17,631	As per quote
	School & Governing Body Support	2,300	Estimated Cost
	Schools Financial Services	4,199	3599 plus £600 to cover two extra visits for closedown etc / support
	Social Inclusion/Pupil & School Support	13,000	(Ed psychologist VJ £3000) (Police & school Panel £750) (HD counselling £7750)
	Security/Gate monitoring agency fees	26,000	£582.75 pw x 40= £23310 plus additional openings as required
	Refurb		
1B(xiii)	School Council Grounds	1,000	Same as previous year
	PE - Tennis Courts		
	ICT Replacement		
	National Curriculum & New GCSE Bids		
	Other		
2A 2B(vi)	Assessment DA	2,000	To pay 50% assessment 50% Pupil Premium Fisher trust £1092, Sisra £1500, Edukey Class Charts £1125
	C & A Days CM	2,500	Same as previous year
	Education Visits DW	2,500	Same as previous year
	Educational Visits Attendance Rewards		
	HOSPITALITY	500	New cost centre
3E	Learning Support BCh	3,000	Reduced by £500
	Library Fmo	2,500	Reduced by £300 but Softlink charges if to IT budgets
	PE Transport	800	Same as previous year
	Staff Library DW	100	Same as previous year
1B(vi)	Staff Well-being	4,500	Same as previous year (Includes Staff Care £910)
	Summer School	3,000	Reduced by £2000
1E(ii) 3B(ii)	Vivo/Rewards EO	2,000	Existing balance £4145 estimated usage £6000 per year
1b(xiii) 3C(v) 3D(i)	Work Related Curriculum/Enterprise NN	1,500	Cost for K Raymond career interviews
	Projects		
	Family Learning Support	500	Same as previous year
1E	Groupcall PS	1,800	As advised by PS
	Link Project		
2A(ii)	NQT	2,500	Increased by £1500
	Newly Arrived		
	Out of Hours Learning	2,000	Extra teacher hours for revision sessions
	Parentpay annual cost (£1 per pupil) & maintenance	950	£950 17/18 price confirmed with parent pay
	Pastoral Support	200	Hardship fund
3C(v)	Work Experience SB	2,000	Same as previous year
	Contingency		
	Contingency	25,000	
1A(viii) 4(iii) 4A(v)	Pupil Premium	250,000	
	Devolved Capital	16,606	
	Budget Total	4,603,660	
	To allocate	0	
27-Mar-17	Sue Salter	K Silva Yogalswaren	Eileen Brown
	<i>SJSalter</i>	<i>K. Singaram</i>	<i>E. Brown</i>
	Bursar	Chair of Governors	Headteacher

Cumulative Expenditure as at March 2017		
Creditor	Total Value of All Orders	Purpose
Expenditure £10-£20k - For Governor Review		
HAYS EDUCATION	£ 10,822.10	Agency Supply Staff
SEVERN TRENT WATER LTD	£ 11,432.44	BCC Water Supplier
NOW EDUCATION LTD	£ 11,617.00	Agency Supply Staff
BCS TEST CENTRE	£ 11,786.35	Exam fees
PEARSON EDUCATION	£ 11,932.01	Exam fees
SERVICES FOR EDUCATION LIMITED	£ 12,754.27	Music Service / Training
HELEN DIXON	£ 13,200.00	Counsellor
P CLUTTERBUCK	£ 14,060.00	Tutor
CANON UK LIMITED	£ 15,337.74	Photocopier
CORONA ENERGY RETAIL 4 LTD	£ 15,735.00	BCC Gas Supplier
ASSESSMENT AND QUALIFICATIONS ALLIANCE	£ 18,587.90	Exam fees
PAULINE YOUNG	£ 19,330.54	Tutor
VALERIE COOKE	£ 21,540.00	Tutor
SUE TAYLOR	£ 22,311.00	Tutor
CCS MEDIA LTD	£ 24,727.40	Computer / It Supplies
CAVA SECURITY SERVICES LTD	£ 25,888.10	Gate Security
SOLIHULL MBC	£ 31,183.34	Repair and Maintenance Contract
SERVICE BIRMINGHAM LTD	£ 34,949.70	Link2ICT
CITY YEAR UK	£ 36,000.00	Pupil Intervention/ Mentors
COMPLETE CONSTRUCTION MIDLANDS LTD	£ 36,420.00	Building Work / Site Maintenance
EDF ENERGY CUSTOMERS PLC	£ 38,484.00	BCC Electricity Supplier
CATER LINK LIMITED	£ 39,651.58	School Meals
ZEST EDUCATION LTD	£ 43,199.00	Agency Supply Staff
SMART EDUCATION	£ 88,054.50	Agency Supply Staff
BIRMINGHAM CITY COUNCIL	£ 182,753.60	Buy Back of BCC Services
REFURB1	£ 213,351.16	Refurbishment of block

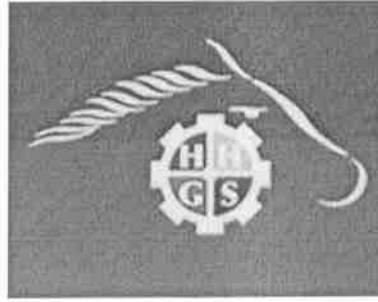


27.3.17

Individual orders over £10,000						
Order num	Order book	Creditor	Total	Order date		
Expenditure £10-£20k - For governor Review						
210739	EAVJ	PEARSON ED	£ 11,000.00	12/12/2016		
210761	EAVJ	SMARTED	£ 11,470.00	15/12/2016		
210988	EAVJ	COMCONLTD	£ 11,890.00	02/03/2017		
210061	EAVJ	ZEST	£ 12,285.00	25/04/2016		
210492	EAVJ	SMARTED	£ 12,402.00	21/09/2016		
210059	EAVJ	SMARTED	£ 13,200.00	25/04/2016		
210193	EAVJ	V COOKE	£ 14,820.00	08/06/2016		
201244	EAVJ	ATTECH	£ 15,502.52	23/03/2016		
210189	EAVJ	SUETAYLOR	£ 15,678.00	08/06/2016		
210030	EAVJ	CORONA	£ 15,735.00	21/04/2016		
210577	EAVJ	SMARTED	£ 17,100.00	13/10/2016		
210256	EAVJ	BHAM DIREC	£ 17,327.00	21/06/2016		
201243	EAVJ	ATTECH	£ 17,740.00	23/03/2016		
210740	EAVJ	AQA	£ 18,000.00	12/12/2016		
200141	EAVJ	CORONA	£ 19,725.67	18/05/2015		
210134	EAVJ	CATERLINK	£ 20,776.60	12/05/2016		
Prior Governor Approval Required						
					Repairs & Maintenance	
210391	EAVJ	SOLIHULL M	£ 21,019.16	19/07/2016	Contract	In delegatiuon statement 16/17
210525	EAVJ	BHAM DIREC	£ 26,933.00	29/09/2016	Cleaning	Internal Supplier in delegation statement 16/17
210076	EAVJ	BHAM DIREC	£ 29,160.00	27/04/2016	Cleaning	Internal Supplier in delegation statement 16/17
210365	EAVJ	BHAM DIREC	£ 34,425.00	12/07/2016	Cleaning	Internal Supplier in delegation statement 16/17
210119	EAVJ	SERVICE BHAM	£ 34,699.70	10/05/2016	LINK2ICT	In delegatiuon statement 16/17
210805	EAVJ	CITY YEAR	£ 36,000.00	12/01/2017	Pupl Interventlon	Approved by Governors Oct 16
210106	EAVJ	EDF	£ 38,484.00	05/05/2016	Electricity	BCC Approved Supplier I In delegation Statement 16/17
210943	EAVJ	REFURB1	£ 213,351.16	08/02/2017	Refurbishment of Classrooms	Approved by Governors Jan17

K Swain

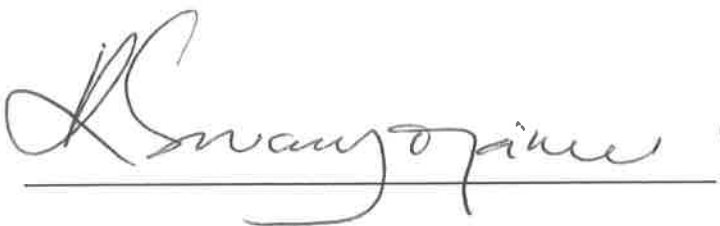
27. 3. 17



Expenditure in Excess of £10,000
2017 / 2018 Budget Set

The following existing suppliers will be in excess of £10,000. Please approve:-

- Advanced Learning (Facility / MIS Support)
- Birmingham City Council (CityServe Cleaning)
- Caterlink (Canteen Contractor)
- Canon (Photocopy Supplier)
- Corona Energy (BCC Gas Supplier)
- EDF Energy (BCC Electricity Supplier)
- Grounds Management Services (Grounds Maintenance Contract) – 5 year fixed price contract 5x£ 9600=£48,000.000) .Agreed at Governors 23 January 2017
- Service Birmingham (Link2ICT)
- Severn Trent water (BCC Water Supply)
- Smart Education
- Solihull MBC (Structural Repairs Supplier)



A handwritten signature in cursive script, appearing to read 'R. Swain', is written over a horizontal line.

27 March 2017