

# Lincoln Saints Federation St Francis Special School & St Christopher's Special School



## Operations Report – September 2025 *Georgia Burrows, Head of Strategic Operations*

### Purpose of the Report

The purpose of this report is to inform the governors of the strategic operations matters related to the Lincoln Saints Federation at this point in time (date above). The report will include the following:

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<b>Supporting Documents:</b>	
<ol style="list-style-type: none"> <li>1. School Budget Forecast – SFR</li> <li>2. Budget Analysis Main Budget – SFR</li> <li>3. Budget Analysis Pheasantry - SFR</li> <li>4. Budget Analysis Bursary – SFR</li> <li>5. Budget Analysis PP LAC – SFR</li> <li>6. Budget Analysis PP Post LAC - SFR</li> <li>7. Budget Analysis PP Service – SFR</li> <li>8. Budget Analysis Pupil Premium – SFR</li> <li>9. Budget Analysis Sports – SFR</li> <li>10. Budget Analysis UIFSM – SFR</li> <li>11. Budget Analysis Vulnerable Bursary - SFR</li> <li>12. School Budget Forecast – STC</li> <li>13. Budget Analysis Main Budget – STC</li> <li>14. Budget Analysis Bursary – STC</li> <li>15. Budget Analysis PP LAC – STC</li> </ol>	<ol style="list-style-type: none"> <li>16. Budget Analysis PP Post LAC - STC</li> <li>17. Budget Analysis PP Service – STC</li> <li>18. Budget Analysis Pupil Premium – STC</li> <li>19. Budget Analysis Sports – STC</li> <li>20. Budget Analysis UIFSM – STC</li> <li>21. PD Financial report 2025/2026</li> <li>22. School Fund Reconciliation – SFR</li> <li>23. School Fund Reconciliation – STC</li> <li>24. School Fund Certification – SFR</li> <li>25. School Fund Notification – SFR</li> <li>26. Scouts Reconciliation – STC</li> <li>27. Projects Report – SFR</li> <li>28. Projects Report - STC</li> <li>29. MTFP Proforma Letter (Schools Finance) SFR</li> <li>30. MTFP Proforma Letter (Schools Finance) STC</li> </ol>

## **Budget Monitoring – Period 5**

Predicted spend for period 5 should be 41%

SFR – 54% see supporting documents 1 to 11

STC – 50% see supporting documents 12 to 20

Changes to budget since approval:

<b>St Francis</b>	<b>St Christopher</b>
Teacher Insurance reduction – overall reduction of £1,333.60	Teacher insurance STC – overall reduction in estimated by £3,860.47
Support Staff insurance – agreed to remove admin, kept manual due to an expected maternity. Overall reduction of £4,597.75	Support staff insurance – agreed to remove admin and manual. Overall reduction of £5,102.55, however an increase of £4,777.82 due to an increase in staff
Staff member released from supply early – corresponding reduction in supply costs	Staff member released from supply early – corresponding reduction in supply costs
In year adjustment less than predicted	
Maternity sickness insurance removed for one member of staff	Income from devolved journal for expenditure in 2024/2025 £4996.46
Income £11,812 for Asher Dube, offset by expenditure in A44100	Member of staff reduced hours
Member of staff death in service	Liability insurance - greater than predicted
Liability insurance - greater than predicted	Property insurance greater than predicted for STC
Property insurance less than predicted	Trade union charges increased from 2024/2025
Increase in supply costs - gaps temp to perm	National insurance grant - received, slightly greater than expected
Trade union charges increased from 2024/2025	Pay grant received £339 per pupil
National insurance grant - received, slightly greater than expected	
Pay grant received £339 per pupil	

### ***Points to note:***

- Forecast budgets are yet to be uploaded to BW.
- Supply costs at STC need to be closely monitored – expected to exceed approved budget.

## **Other Financial Matters**

### **Devolved Capital**

Devolved capital continues to be spent in line with government guidance.

Allocations will be received for 2025/2026 but are yet to be confirmed.

### **Outreach**

See supporting document 21.

Due to the teacher pay rise and the increase in NI, the funding currently does not cover the expenditure required to run the service. The commissioning service team have been informed. The recommendation from the Commissioning Officer, Jenny Kane, was "Over the last 2 financial years the overspend has fluctuated, so the best solution is to continue to monitor through the coming financial year".

It has yet to be decided who is responsible for funding the dismissal through long term absence of one member of staff. Total cost £17,599.19.

### **Pheasantry**

See supporting documents 1 and 4

Issues with NHS Lincolnshire have been resolved, however the issues with NHS Notts have not.

Income will be less than predicted due to changes in young adults.

### **School Fund**

See supporting documents 22 and 23.

Current balances (02/09/2025) are as follows:

SFR - £89,6253.82

STC - £53,442.16

SFR school fund will be used to remodel outdoor areas following the building project. STC school fund will be used to purchase outdoor equipment for both sites.

The accounts for STC have been audited – see supporting documents 24 and 25. The accounts for SFR will be audited this term.

### **Scouts**

See supporting document 26

Current balance (02/09/2025) is £6,750.22

Funds are spent in line with the Scouts provision. Last academic year, purchases included a Scout hut and provide additional fencing. The accounts will be audited this term.

## **Finance Approvals**

None at this meeting.

## **Asset Disposals**

None at this meeting.

## **Human Resources**

### **Recruitment & Retention**

There are 15 new starters, total staff 186 at St Christopher and 168 at St Francis.

Since the end of term, there have been 2 resignations – one for teacher training and the other to train to be a social worker. As previously stated, staff turnover is not a concern.

During this term we will be recruiting a catering manager to over see the catering function across the federation with a few to making significant improvements.

The operations team has significantly decreased over the last 2 years (3.5 FTE staff) while the federation continues to expand along with their workload. A further administrator is required to support the HR and finance function. I would like to recommend that the IT Technician is made permanent to ensure stability and consideration given to a further premises/odd job person being employed following the expected retirement of another member of the team.

### **Attendance**

The new academic year has started with 7 staff on maternity leave and 10 staff absent on the first day of term. Absenteeism of MDSA's is having a significant impact at the primary site. Absence management procedures are being followed.

## **GDPR & IT**

Zero SAR or FOI requests since the last meeting

We have successfully installed 35 brand new Windows 11 PCs, replacing non-compliant machines. With only a small number of laptops left to update, we are on track to have a fully compliant suite of Windows 11 devices across the federation ahead of the October deadline.

The installation of the new phone system, originally planned for the summer, has been rescheduled for October. This allows us to ensure a smooth transition with minimal disruption to schools.

See supporting documents 25 and 26.

## **Premises and Health & Safety**

See supporting documents 25 and 26.

### ***Premises***

At St Francis, Phase 3 of the refurbishment project has been completed and looks excellent. This puts us in a strong position to continue the wider redecoration and refresh programme. Phase 3 works included:

- Refurbishment of three classrooms
- Refurbishment of the middle school concourse
- A brand-new Post-16 kitchen

- Installation of new canopies

In addition, the school has redecorated an extra classroom and office space. A major programme of fire-stopping works has also been carried out to ensure compliance with fire safety regulations.

At St Christopher's Secondary, two classrooms in the Atrium block have been refurbished and are ready for September. Additional classroom fobs have also been installed to further strengthen site security.

### **Health & Safety**

Over the summer, we have prioritised work to ensure full compliance with fire safety regulations following an inspection by Lincolnshire Fire & Rescue in May and a comprehensive fire risk assessment by N2E in July. Significant progress has been made, with 82% of the Fire Inspection Action Plan now completed and 42% of the Fire Risk Assessment actions already addressed. A follow-up meeting held on 1<sup>st</sup> September found us broadly compliant, with no follow up visit expected.

The fire risk assessment has been completed for St Francis.

Across all three schools, a new lockdown system has been installed, utilising the existing fire alarm sounders. This ensures we are fully prepared for the forthcoming legal requirement for schools to have lockdown systems in place.

## **Additional Information**

### ***LCC Scrutiny***

We continue to be scrutinised closely by LCC. School's Finance visits have been completed with Sue Bainbridge. See supporting documents 27 and 28.

To support the Council in reviewing the baseline funding through its funding formula, the Council is asking special schools to complete a short data collection survey to support with this process.

## CERTIFICATION SHEET

CERTIFICATION OF HEADTEACHER		BALANCES STATEMENT	
I certify that the above is a complete summary of the transactions of the School Fund for the year ending: <u>2024/2025</u>	Bank Account(s) <span style="float: right;"><u>£81,325.16</u></span>		
	Cash in Hand <span style="float: right;"><u>£168.79</u></span>		
<u>Janette Kennedy</u> Headteacher	Total <span style="float: right;"><u>£81,493.95</u></span>		
<u>15/10/2025</u> Date			

CERTIFICATION OF CHAIR OF GOVERNORS		BALANCES STATEMENT	
I certify that the above is a complete summary of the transactions of the School Fund for the year ending: <u>2024/2025</u>	Bank Account(s) <span style="float: right;"><u>£81,325.16</u></span>		
	Cash in Hand <span style="float: right;"><u>£168.79</u></span>		
<u>Tracey Bowman</u> Chair of Governors	Total <span style="float: right;"><u>£81,493.95</u></span>		
<u>15/10/2025</u> Date			

AUDIT CERTIFICATE	
I have examined the above income and expenditure statement with all the books, vouchers and other accounting records relating thereto and have obtained all the information and explanations I have required. I certify that in my belief the income and expenditure statement gives a true and fair view of the income and expenditure for the period ending: <u>31.03.2024</u> according to the best of my information and to the explanations given to me and shown by the books of the School Fund.	
<u>Penny Gibson</u>	School Fund Auditor
<u>16.09.2025</u>	Date

LINCOLNSHIRE COUNTY COUNCIL - EDUCATION & CULTURAL SERVICES  
DIRECTORATE

**ANNUAL DECLARATION OF SCHOOL FUNDS**

COST CODE : S61000 SCHOOL NAME : St Francis Special School

*This side of the form must be completed by every school whether a school fund exists or not.*

**DECLARATION BY THE HEADTEACHER**

1. I confirm that I have got a school fund. (If you have a school fund please complete section 2).

2. I confirm that it is a single comprehensive school fund. The title of the bank account is :

St Francis School Fund

The TYPE is : FINANCIAL

It is for the YEAR : 2024/2025

I have received and will adhere to the notes of guidance on the administration and audit of school funds issued by the Director of Children's Services (section E of the Finance Handbook).

SIGNED : \_ Janette Kennedy

DATE : \_\_ 15/10/2025

**DECLARATION BY THE CHAIR OF GOVERNORS**

I have noted the information above. I will ensure that the Governing Body appoints a suitable auditor and I have noted that (s)he should receive your notes of guidance for school fund auditors.

SIGNED : \_ Tracey Bowman

DATE : \_\_ 15/10/2025

\* Delete as appropriate

**NOTIFICATION OF AUDITED ACCOUNTS OF THE SCHOOL FUND**

TYPE: FINANCIAL

YEAR: 2024-2025

I certify that the school fund has been maintained in accordance with the advice/ instructions given by the Director of Children's Services.  
A copy of the audited statement of the fund has been passed to the Chairman of the Governors. A copy will not be displayed on the school noticeboard.  
The following information is a correct summary of the transactions during the accounting period:-

		£
Balance brought forward as at	<u>01.04.2024</u> (date)	<u>91,415.05</u>
Add Receipts during the accounting period		<u>46879.33</u>
Less Payments during the accounting period		<u>56800.43</u>
Balance carried forward as at	<u>31.03.2025</u> (date)	<u>89,390.05</u>
SIGNED	<u>Georgia Burrows</u>	DATE: <u>15/10/2025</u>

**DECLARATION BY THE SCHOOL FUND AUDITOR**

I certify that the statement of account for the school fund for the period ending 31.03.2025 has been audited by me in accordance with the advice given by the Director of Children's Services and that the information shown above is correct.

SIGNED: P.Gibson DATE: 16.09.2025

PROFESSION: Senior Administrator

**DECLARATION BY THE CHAIRMAN OF GOVERNORS**

I certify that the statement of account referred to above, with the certificate of the school fund auditor attached to it, has been received by the School Governors at their meeting held on 15/10/2025 (date)

SIGNED: Tracey Bowman DATE: 15/10/2025

*When completed please return to: Schools Finance Team, Education & Cultural Services Directorate, Lincolnshire County Council, Newland, Lincoln, LN1 1YG.*