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3rd May 2020

Mr Graham Young
Lead Finance Business Partner
London Borough of Hillingdon
Civic Centre
High Street
Uxbridge
UB8 1UW

Dear Graham

St Catherine Catholic Primary School **Application for a Licensed Deficit 2020/2021 Budget**

The governors have reviewed the school budget for 2020/2021 and believe at this point that we have to accept that we are likely to end up in deficit. This is currently predicted to be £22.5k.

We have challenged the budget and believe there may be some areas we can make some small savings but also recognise the potential for additional costs/lack of revenue as a result of covid -19

Last year we predicted a £2k surplus but ended up with £46k. This was largely down to not recruiting a SENCO which is now underway. The Head and Business Manager reviewed all expenditure during the year and made some savings in specific areas.

This work will continue in the 2020/2021 year. We will endeavour to recoup this deficit but need to be realistic about the risk.

To give you some idea of the areas we are particularly looking at;

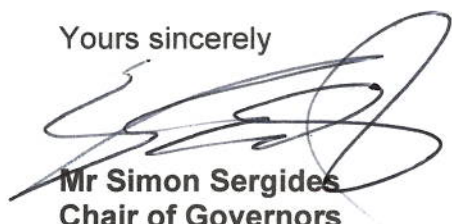
- 1) ESF/EHCP funding. We have not had a dedicated SENCO since last year. We are supporting a number of children with high needs and believe at least 2 should have an EHCP. We have started the process to at least get some ESF funding. The reorganisation of the borough SEN services and the educational psychology service have slowed this process.
- 2) Photocopying/Printing – The current contract is up for renewal in August. We current pay a lease cost + print cost. We will look to reduce this going forward and possibly move to a print cost only.
- 3) We amalgamated some routine maintenance contracts with a single supplier and secured a 10% cost reduction as a result.

- 4) We are in discussions with both the Borough & the diocese to secure Energy pricing on a collaborative basis
When staff leave we re-assess their role and review overall requirements. A recent member of staff left and was replaced with 40% less hours.
- 5) We have served notice on a contract to provide some hygiene items as we believe we can source ourselves at a far cheaper rate.
- 6) We have signed up to the Risk Protection Arrangement with the DFE as an alternative to commercial insurance saving £3.3k pa
- 7) We will explore if it's possible to furlough After school club and Breakfast club staff as clearly our revenue streams have dried up in these areas.

We will look at every cost during the year and will make savings where at all possible.

We are unlikely to need financial assistance until much later in the financial year.

Yours sincerely



Mr Simon Sergides
Chair of Governors



Miss Elizabeth Doonan
Headteacher