

## FEDERATION OF St. ELPHEGE'S and REGINA COELI CATHOLIC SCHOOLS

### COVID-19 RISK ASSESSMENT

**School:- The Federation of St Elphege's and Regina Coeli Catholic Schools**

#### 14. FINANCE

Consider:	Phase I: Actions needed (if any):Risk/support required /additional considerations	Phase II	Phase III	Phase IV
<p>1. Is there a business continuity plan that can be adapted to reflect the changes and the phases of re-opening?</p>	<ul style="list-style-type: none"> <li>● Business Continuity Plan was adapted so that faster payments could be made suppliers.</li> <li>● Remote access was made available to necessary staff to enable the monitoring and reporting of Finance</li> <li>● Finance committee meetings set up virtually</li> <li>● Communication/handover between Finance personnel</li> <li>● Virtual SLT meetings to discuss any financial implications</li> <li>● Detail of process and financial expenditure in the event of a positive COVID-19 test in respect of deep cleaning, enhanced cleaning materials, staffing and reporting</li> </ul>	<ul style="list-style-type: none"> <li>● Continuation of Phase 1</li> <li>● Communication given in advance to LA regarding end of year and monthly returns</li> </ul>	<ul style="list-style-type: none"> <li>● Continuation of Phases I &amp; II</li> </ul>	<ul style="list-style-type: none"> <li>● Virtual governors meetings have continued to inform on school expenditure and income</li> <li>● All end of year reports have been carried out and uploaded to LA and DfE</li> <li>● Finance governors agreed to St Elpheges virement from SICS to cleaning material expenditure code so that we could continue to maintain high stock levels of hygiene materials</li> <li>● Continuations of previous Phases</li> <li>● Regina Coeli cleaning contract extended to provide additional cleaning support during the school day.</li> </ul>

<p>2. What additional costs are leaders having to incur that were not planned into the original budget, and how will this impact upon the current budget plan and resources? Can these be reclaimed from government for example, increased premises related costs; additional cleaning; support for FSM?</p>	<ul style="list-style-type: none"> <li>● Staffing during holiday periods</li> <li>● Increased expenditure on cleaning equipment, materials and staff increased hours</li> <li>● Higher expenditure costs which may require virements or reductions from other expenditure areas</li> <li>● Increased cleaning costs have been schools responsibility surrounding mitigating risk, so therefore we are unable to claim</li> <li>● No increased costs for premises</li> </ul>	<ul style="list-style-type: none"> <li>● As phase I</li> <li>● If positive COVID-19 test could reclaim for deep cleaning</li> </ul>	<ul style="list-style-type: none"> <li>● As per Phase I &amp; II</li> </ul>	<ul style="list-style-type: none"> <li>● As previous Phases</li> <li>● In addition to previous Phases awaiting details on funding for recovery curriculum and how to utilise funding to close the gap</li> </ul>
<p>3. How will leaders of finance ensure invoices etc continue to be paid and authorised when working remotely?</p>	<ul style="list-style-type: none"> <li>● Normal processes to ensure invoices are paid either carried out working in school in isolation or remotely.</li> <li>● Once invoices ready for authorisation where applicable spreadsheet and scanned copies of invoices sent or batch invoices given to authoriser for physically signing</li> <li>● Continuous dual authorisation of all</li> </ul>	<ul style="list-style-type: none"> <li>● As per Phase I</li> </ul>	<ul style="list-style-type: none"> <li>● As per Phase I</li> </ul>	<ul style="list-style-type: none"> <li>● As previous Phases</li> </ul>

	<p>payments</p> <ul style="list-style-type: none"> <li>All the above is carried out whilst adhering to segregation procedures</li> </ul>			
4. Are leaders aware of the delays and cancellations of some financial returns?	<ul style="list-style-type: none"> <li>Outlined by LA's that unsigned reports, electronic signature and/or FGB minutes would be acceptable</li> <li>Chair of Governors, Finance Governor and SLT were informed during virtual meeting that all end of year reports were sent in by the deadlines given</li> </ul>	<ul style="list-style-type: none"> <li>Would be reported if the situation arose in planned SLT or half termly Governing Body meeting</li> </ul>	<ul style="list-style-type: none"> <li>Would be reported if the situation arose in planned SLT or half termly Governing Body meeting.</li> <li>Awaiting further guidance as schools open to full capacity</li> </ul>	<ul style="list-style-type: none"> <li>Final CFR on Junior side is the only report remaining outstanding this is due to a patch needing to be deployed - this should be ready w/c 20/07/2020.</li> <li>All other reports have been presented to Governing Body and upload to LA and DfE</li> </ul>
5. Have the reintroduction of contracts been considered? Cleaning; IT support; catering; financial support services etc	<ul style="list-style-type: none"> <li>All contracts have remained in place since lock down either on site or remotely</li> </ul>	<ul style="list-style-type: none"> <li>As per Phase I</li> </ul>	<ul style="list-style-type: none"> <li>As per Phase I</li> </ul>	<ul style="list-style-type: none"> <li>As per Phase 1</li> </ul>
6. Are there visits/trips booked previously, for example, residential whereby monies can be claimed off insurance or refunds applied?	<ul style="list-style-type: none"> <li>Year 6 school journey – half deposit paid returned</li> <li>Year 5 school journey has been rescheduled for when they go into Year 6 next year academic year.</li> <li>Most companies have not been paid or expected to be paid – have incurred couple of coach cancellation costs which cannot be claimed as</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable as will not be booking trips as risk is too high</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable as will not be booking trips as risk is too high</li> </ul>	<ul style="list-style-type: none"> <li>IOW school journey funds are in the process of being refunded to parents.</li> <li>Year 5 schools journey has been rescheduled again from September to March 2021 (St Elpheges) and November (Regina Coeli)</li> <li>St Elpheges parents, who paid for Year 5 school journey, are being contacted to ask if they</li> </ul>

	<ul style="list-style-type: none"> <li>under limit</li> <li>Claims are being investigated through LA insurance for lost monies</li> </ul>			<ul style="list-style-type: none"> <li>would like to use this money for Year 6 school journey if it goes ahead</li> <li>No future trips being booked at present</li> </ul>
7. Is there a plan for a potential COVID-19 repeat that could be included in a crisis management financial plan?	<ul style="list-style-type: none"> <li>The basis of this risk assessment would inform judgements for further Phases of opening or a repeat of COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>The basis of this risk assessment would inform judgements for further Phases of opening or a repeat of COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>The basis of this risk assessment would inform judgements for further Phases of opening or a repeat of COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>The basis of this risk assessment would inform judgements for further Phases of opening or a repeat of COVID-19</li> </ul>
8. Have leaders risk reviewed all related safety concerns with financial implications including premises, cleaning, water hygiene, fire safety, gas safety, ventilation etc?	<ul style="list-style-type: none"> <li>As above and shown in more detail in H&amp;S risk assessment.</li> <li>All statutory H&amp;S requirements have been maintained</li> </ul>	<ul style="list-style-type: none"> <li>As Phase I</li> </ul>	<ul style="list-style-type: none"> <li>As Phase I</li> </ul>	<ul style="list-style-type: none"> <li>As per Phase 1</li> </ul>
<b>Additional considerations:</b>				