

Statement of Association

To access economies of scale and to efficiently and effectively manage the delegated school budgets on a day to day basis the East Somerset Federation of Schools (Bruton, Ditcheat and Upton Noble Church of England VC Primary Schools) agrees to:

- Continue to receive two separate and individual delegated funding statements
- The Executive Headteacher supported by the Business Manager will prepare one combined budget and present this to the Board of Governors for approval
- Manage the delegated funds for all schools in a combined budget using the Arbor Finance System completing one monthly reconciliation and with single Finance Reports to the Federated Board of Governors at Month 3, 6 and 9.
- Arbor Personnel - The Ditcheat and Upton Noble staff contracts will remain in their respective schools and will also be recorded in BPS Arbor, where appropriate. The box will be ticked for Schools Workforce Return (SWR) eligibility at DPS and UNPS but not on the duplicate record on BPS Arbor. Salary commitments for DPS and UNPS staff will therefore show in the BPS data.
- School Work Force Return - The SWR will be completed for all schools based on the staff contracted to work at the school on the census day and will be produced from Arbor data at all schools and adjusted manually for seconded staff on the census day.
- School Census - Each School Census will be produced individually for each school, adjusted manually for seconded staff and for pupils taught off site.
- HR Admin and Payroll - On the payroll system, the cost centre code for the DPS and UNPS establishment record will be changed to 100070 – allowing staff costs to be included in the BPS reconciliation file. There will be no change to the teachers' pension DfE record which will remain linked to DPS and UNPS payroll establishment record.
- Receive joint reports for the use of Pupil Premium and PE and Sports Grants
- Combine SEN Element 2 delegated funds and SEN Audit Based Top Up Funding to provide SEN support, as appropriate across both sites.
- Combine UIFSM funding as appropriate across both sites
- Operate one Imprest Account for the Federation.
- Produce three Notional CFR Returns to ensure that all schools accounts are accurately reflected in the County Council Statement of Accounts using a percentage based on the NOR in the Autumn Census e.g. in 2024/2025 financial year the percentage split will be 53% (256 NOR) BPS, 30% (146 NOR) UNPS and 17% (83 NOR) DPS.
- Process all orders, income and expenditure via BPS Arbor Finance System
- Purchase combined Traded Services for the Federation where appropriate

- Include this statement as an Appendix to the Bruton, Ditcheat and Upton Noble Primary Schools Federation Finance Policy (East Somerset Federation Finance Policy)
- Review this statement annually

Adopted at Full Governing Body Meeting on:

Signed:

Chair of Governors

BPS ~ Bruton Primary School

DPS – Ditcheat Primary School

UNPS ~ Upton Noble Church of England VC Primary School

Arbor ~ School Information Management System – one for each school

Arbor Finance System ~ Schools Finance System (Subscription under Bruton Primary School for federation)

SWR ~ School Work Force Return