

MINUTES OF MEETING



School: Standhill Infants' School
Meeting title: Meeting of the Finance and General Purposes Committee
Date and time: Wednesday, 8th October 2023 at 6.05pm
Location: Standhill Infants' School

Membership

'A' denotes absence

Mrs J Clarke
Miss S Flint
Mr T Morley (Chair)
Mrs E Croghan
Mrs S Ghattaora (headteacher)

In attendance Mrs F Parr (school business manager)

FGP 21/23 Apologies for absence

Action

There were no apologies as all members of the committee were present. It was noted that Amanda Wheldon had resigned from the Governing Body to concentrate on her role as Governor at Porchester Junior School.

FGP 22/23 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

FGP 23/23 Minutes of the last meeting and matters arising

The minutes of the last meeting held on Wednesday, 24th May 2023, having been previously circulated, were confirmed as a true record and signed by the chair of that meeting.

FGP 24/23 Policy approvals

The Headteacher referred Governors to the Appraisal Policy and Pay Policy which she had previously uploaded on to GovHub, and an additional policy - the Health and Safety Policy, which she brought with her to the meeting.

The Headteacher explained that all of these are Local Authority policies which she has edited with our school details. She recommended to Governors that as such these policies should be agreed, especially as the non-teaching pay award had been settled this week.

A Governor asked whether the new defibrillator was covered in the Health and Safety Policy and how would we ensure that it was checked?

The committee was informed that there was no mention of defibrillators in the policy but that this could be because not all schools had received them yet.

Also, that the member of staff who checks the first aid supplies has been asked to check the batteries of the defibrillator once a month and to document it.

The Governor suggested that a check of the defibrillator should also be added to the Health and Safety Governor's walk-around check which he undertakes once a term (?)

HT

The Headteacher agreed this was a good idea and that this would be added to the H&S walk around check list.

The Appraisal, Pay and Health and Safety Policies were accepted and approved

By Governors.

FGP 25/23 Admission numbers – consultation for 25-26

The Governors discussed the pros and cons of increasing the PAN, but as in previous years, acknowledged that there was no capacity in school for any more children. Consequently, it was

agreed

that the PAN numbers would remain as they are.

FGP 26/23 Budget update and reforecast

The SBM referred Governors to her Period 7 Budget Report and the updated Governors School Budget Report which had previously been emailed to them. She drew their attention to the main points which were:

Funding has increased by nearly £18K due to:

- More estimated HLN – we are still waiting for this to be confirmed
- Additional AFN bids – we are awaiting the outcome of those
- UIFSM – due to a lower uptake of school meals over the year than anticipated
- TPAG (Teachers Pay Additional Grant) – new Government funding to support schools with meeting the Teachers' pay award.

Expenditure has also increased by £40K since we set the budget, the main reasons being:

- The increase in teaching hours. The Headteacher informed Governors that two of the job-share teachers are now also covering PPA alternate Wednesday mornings. This is in part to improve teaching but also to maintain good levels of behaviour. Also, the anticipated back pay for the teachers' pay award has been increased.
- The non-teachers pay award has been settled this week and is as envisaged it is a £1925 uplift. Also, as previously discussed, some of the TA's have had their hours increased to reflect the additional 15 minutes at the end of the school day.
- We had to re-employ our Classroom Support Assistant as the need arose to keep her on as one of our new children requires constant 1:1 support.

Capital Expenditure: the field project starts next week. A Construction Account Manager from Nottinghamshire County Council provided very reasonable quotes of £13,570 for the large shelter and rubber mulch leading up to it, £1952 to supply and install security fencing on the field behind the bakery, including clearance and disposal of vegetation, and £879 for new hedging and tree - which the school has accepted.

Carry forward As a consequence of the increased expenditure the carry forward to 24-25 has now been reforecast to £29,230 from £47,204 – a difference of nearly

£18K. However, we envisage being able to make savings on the budget we have set and are tightening our belts accordingly. The Headteacher explained that the PPA/Intervention teacher, the alternate additional teacher cover on Wednesday mornings and consideration around reducing the Midday staff back down to 5 from 6 will help towards this.

Governors School Budget Report and revised 5 year plan The SBM informed Governors that Notts CC Finance had envisaged a 3% growth in funding for next year but that this would probably now be 2% due to a major miscalculation by the DfE resulting in a £70M shortfall of funding. However, an anticipated growth in expenditure is still 3%, so we will be accounting for this also. From 26-27 onwards we have recalculated a 3% growth in funding.

A Governor asked about the decrease in UIFSM uptake. The SBM informed the committee that this cohort do not seem to be keen on school meals and that we have reflected this in our budget.

A Governor asked about when the IT equipment could be replaced as this is now old, out of date and not working as it should. The Headteacher agreed that this needed looking at and can be included in next year's School Improvement Plan.

The SBM informed Governors that the danger of setting a deficit budget was closer on the horizon than it had ever been but that we would be taking steps to address this as outlined above.

Budget update/reforecast 2023-24 and Governors' School Budget Report were accepted and approved

by Governors.

FGP 27/23 Any other business

The SBM produced the Inventory which had been checked on the INSET day on Monday by the Admin Assistant and spot-checked by a Governor. All items on the list had been located.

The inventory was

approved

by Governors

FGP 19/23 Determination of confidentiality of business

Governors considered whether anything discussed during the meeting should be deemed confidential. It was

resolved

that nothing discussed was of a confidential nature.

F&GP 11/23 Date of next meeting

The next meeting will be held on Wednesday 6th March 2024 at 6.00pm.

The meeting closed at 6.45pm.

Signed(chair) Date