

MINUTES OF MEETING



School: Standhill Infants' School
Meeting title: Meeting of the Finance and General Purposes Committee
Date and time: Wednesday, 24th May 2023 at 6.05pm
Location: Teams

Membership

'A' denotes absence

Mrs J Clarke
Miss S Flint
Mrs A Wheldon
Mrs E Croghan (acting chair)
Mrs S Ghattaora (headteacher)

In attendance Mrs F Parr (school business manager)

FGP 12/23 Apologies for absence

Action

There were no apologies as all members of the committee were present. It was noted that Terry Morley would rejoin the F&GP Committee once he was back on the Governing Body.

FGP 13/23 Declaration of interest

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

FGP 14/23 Minutes of the last meeting and matters arising

The minutes of the last meeting held on Wednesday, 22nd March 2023, having been previously circulated, were confirmed as a true record.

Matters Arising - FGP 04/23 Budget Update

SBM informed Governors that the Charity Return for the School Fund has been submitted to the Charity Commission and a copy of the Summary has been sent to CYP Finance.

Matters Arising - FGP 06/23 Staffing Structure September 2023 - including staff reduction.

The SBM informed Governors that the Nottinghamshire County Council HR Officer for Gedling has subsequently informed the Headteacher that she has to be the Lead Person in this procedure. The SBM will continue handle the administration.

It was agreed Minutes of the last meeting were a true record and signed by the chair of that meeting.

FGP 15/23 Budget approval/update 23-24 and 5 year Budget Plan.

The SBM referred Governors to the School Governors' Year End Financial Statement 2022/23 and her Budget Report dated 22nd May 2023 previously uploaded to Gov Hub.

The school balances carried forward are:

Total School Balances	B/Fwd from 2022/23	Movement	C/Fwd to 2023/24
Total Income		£819,729.66	
Total Expenditure		£810,004.74	
Total School Balances	£114,513.00	£9,724.92	£124,237.92

The carry forward of **£124,237.92** is made up as follows:

- Revenue balances - **£97,108.65** being 12.87% of the total school revenue budget for 22/23.
- B03 Devolved formula capital balance - £27,129.27.

The SBM referred Governors to **the Five-Year Budget Plan** previously uploaded on GovHub and the relevant part of her Budget Report of 22nd May. She referred Governors to the totals for Employees and that if they start at year 5 and work backwards they will see an increase of £16-18K year on year until 24-25. This is because only a conservative estimate for pay awards of 2% have been included as CYP Finance, like the rest of us have no idea what they will be. We have also made the following reasonable assumptions in the process of compiling this plan:

- We have revised our assumption of first admission numbers from 2024/25 at 134 and 133 for 23/24 based on October 2022 Census.
- We have built in a 2% growth in funding which represents roughly £10K per year. This is not guaranteed but considered to be likely.
- We have included the Intervention/PPA teacher on a one day and four mornings a week basis for the academic year. This means that the in-year balances over the next couple of years will be falling rapidly and of course if this continued, we would be in deficit by 25/26. However, this initiative should drive up achievement and attainment bearing in mind Ofsted and will be on a fixed-term basis only.
- SEN – This year an extra 30% funding has been made available for AFN overall. Our SENCo has managed to secure approx. £23.6K for this financial year. Thereafter, we have assumed continuation of funding for the pupils who currently have allocations and then rolled forward an estimate of £10K for each year, based on the pattern over previous years. We have not allocated anything for HLN.
- We calculated pupil premium funding based on 24 pupils in 24/25 and thereafter on 22 pupils. This year's allocation is based on 27 pupils which is from last October's Census. As the numbers have dropped since then, we have included an adjustment to cover this.
- We have included costing an agency supply teacher one day per week (Fridays) to enable RR to undertake curriculum monitoring finishing at May 2024 half term.
- The school's premises insurance is now with the RPA and consequently 40% less than what we have been paying – a difference of roughly £3K per year. However, we have increased the service we receive from AtomIT to include a more robust measures against cyber-attacks and a better back-up service.

Budget approval / update 2023-24 and Five Year Budget Plan were accepted and approved

by Governors.

FGP 14/23 Intended Use of Uncommitted Balances Return

The SBM referred Governors to the Intended Use of Uncommitted Balances report which had previously been uploaded to Gov Hub. For the current financial year we have allocated the cost of the new tables and chairs at £8K and have allocated £37.7K to review of staffing structures. Thereafter, in 24-25 we have allocated £43.3K; and in 25-26 £8K towards the review in staffing structures.

The Intended Use of Uncommitted Balances Return was accepted and approved

by Governors

FGP 15/23 Staffing September 2023-24

Confidential

FGP 16/23 Outdoor refurbishment work

The Headteacher informed Governors that the neighbour in the bungalow next door has trailed electric wires for her lighting on our side of her low fence but on the other side of the 2.2m herras security fencing. The Headteacher stated that she was not happy that this neighbour had a clear view over her low fence and through the herras fencing onto our field and hence the children playing on our field.

Since the felling of one of the trees at the back of the bakery due to it being smothered in ivy, a hole has now opened up where our more determined children are trying to climb through. The site manager has done his best to shore this up with chicken wire which slows the children down in time for an adult to intervene.

She proposed a development of the field to:

- Erect a large shelter adjoining the herras fencing thereby meeting the safeguarding risk of the neighbour watching our children and also to provide more shelter from the sun at playtime as there is very little shade available on the field.
- Erect a new herras fence of 2m (thereby avoiding planning permission) to shore up this gap in the boundary.
- To clear and plant shielding shrubs around the rest of the field adjoining the neighbouring bungalow.

The SBM informed Governor that someone from Nottinghamshire County Council has been to draw up plans to go to tender and that we are now waiting to hear from him.

A Governor suggested that this could be a project to tie in with celebrating the school's Centenary.

Governors agreed

to the outdoor refurbishment work if it was reasonably priced.

HT/SBM

FGP 17/23 Admission numbers

The Headteacher and Governors discussed the planned admission numbers for each year group and as there is still insufficient space to expand the classes

It was agreed to keep to the current PAN of 45 per year group.

by Governors.

FGP 18/23 Any other business

The Headteacher informed Governors that following an audit of the school website by the IT Co Ordinator, it transpired that the Complaints Procedure Policy and the Charging and Remissions Policy required updating. It is recommended by Nottinghamshire County Council that schools adopt their policies and accordingly

It was agreed to adopt the Complaints Procedure Policy and the Charging and Remissions Policy

by Governors.

The Headteacher and Governors discussed how the school should celebrate its centenary year and it was proposed that a working party should be created. The Headteacher suggested a celebration in the summer term to include the current year 2s who will be leaving as well as a celebration in September to include the new children in F2.

This was agreed

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 all discussions relating to the item regarding the staffing structure and staff reduction be deemed as confidential.

by Governors.

F&GP 11/23 Date of next meeting

The next meeting will be held on Wednesday 8th November 2023 at 6.00pm.

The meeting closed at 7.00pm.

Signed(chair) Date