

**MINUTES OF A MEETING OF THE FINANCE COMMITTEE**

**HELD ON 20th September 2023 (AUTUMN TERM MEETING)**

**Governors Present:** Julien Rye (JR) Finance Chair

Paula Riordan Chair of Governors

Jonathan Norris (JN) Head Teacher

Peter Grogan (PG) Governor

**Also in attendance:** Kate Welsh (KW) School Business Manager

**PART ONE – NON-CONFIDENTIAL BUSINESS**

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|  | **ITEMS** | **Actions** |
|  | *Meeting commenced at 8.30 a.m. for JN, KW and KG.*  *Governors joined the meeting at 9.30 a.m.* |  |
|  | **APOLOGIES & ADDITIONAL AOB ITEMS**   1. Rick Stockwell |  |
|  | **CONFLICT OF INTEREST**  Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.  There were no conflicts to declare. |  |
|  | **PART ONE MINUTES & MATTERS ARISING**  The Part One Minutes of the meeting on 16th June 2023 were confirmed as a true and accurate record of the meeting. The minutes were retained by the school and will be signed by JR at the next physical meeting.  **ACTIONS FROM THE SPRING TERM FINANCE MEETING 16th June 2023**   |  |  |  |  | | --- | --- | --- | --- | | **What?** | **Who?** | **When?** | **Complete? Comments?** | | **ACTION 1.** To sign Spring & Summer minutes | JR | Next physical meeting/GOV Hub | **On – Going** | | **ACTION 2.** Liaise with Liam (accountancy) to organise a more detailed breakdown of DFC spend in time for each finance meeting. | KG | Next meeting | **Complete** | | **Action 3.** To investigate why incorrect funding had been received for 22-23 for a SEN pupil. | KG | ASAP 23 (rolled over from aut 22 and spring 23) | **Complete** | | **ACTION 4.** To investigate how PP funding works for a Rec or Y6 child. | KG | ASAP | **Complete** | | **ACTION 5.** To set up a 1 day per week contract for y6 teacher. | KW | ASAP start date Sept 23 | **Complete** | | **ACTION 6.** To provide an analysis of school lunches income and expenditure. | KW and KG | Before Autumn term meeting | **Ongoing – to generate for spring meeting** | | **ACTION 7.** investigate ASC/BSC income, and provide a detailed analysis to governors. | KW and JN | Autumn 23 Finance meeting | **Complete –** Additional action added from meeting | | **Action 8.** Complete all EMP forms for reduction in hours to reflect school structure in September | KW | End of July 23 | **Complete** | | **Action 9.** Change coding for staffroom supplies. | KW | ASAP/On going | **Complete** | | **Action 10.** Investigate funding from other Authorities (Derbyshire and Walsall)and feed back to KG | KW | ASAP | **Complete** | |  |
|  | **POLICIES**  Governors reviewed and approved the following policies:   * *No policies to review* |  |
|  | **AUTUMN TERM FINANCE PAPERS**  Pupil Numbers (changes since summer meeting)  Year 1 increased to 24 from 22  Year 2 increased to 29 from 28  Year 5 increased to 25 from 23  Year 6 decreased to 25 from 26  Total pupil numbers increased from 181 to 185.  For following years intake reception kept at 25 and will be reviewed in spring term.  Supplementary Grants  JN asked about Supplementary grants, KG explained that the only available grant was the Teachers’ Pay Grant and Mainstream School Additional Grant 2023/24 that had been applied to papers and is to cover Teachers’ pay raise.  SEN / Pupil Premium (PP) / Looked After Children / Free School Meals  The number of children was reviewed and corrected for future years, this will be reviewed in the Spring meeting due to ECHP’s currently being processed.  Staffing   * A TA was added at Grade 5 for 20hours. This role was not showing on papers due to the date data was exported and date that new contracted started. * Two new mid-day assistants due to start, October 2023 – Forms completed. * All changes above have been added to budget papers   Main  Governors worked through each line of the budget making minor adjustments where necessary. Points worthy of note:   * Staff Salaries – Superannuation – This increased due to one Teacher opting back into the Pension scheme and adding an additional TA for 20hrs. * Teaching Staff Overtime / Teaching Staff– Teaching staff budget was increased and Agency Staff budget was reduced, as wherever possible, existing Teachers or Teaching Assistants will cover where needed to negate the need for External Supply staff. This will be monitored to ensure that it is sufficient and sustainable. * Education Support Staff Overtime – this was increased to cover pupils who EHCP’s are being processed. * All coding discussed and agreed that any teaching material will be coding to Materials. * All coding errors to be resolved.   School Meals   * The line was matched to actual spend. This will be reviewed in further detail in spring meeting when the final Summer and Autumn term figures will be available.   Sports Funding   * Sports funding was discussed. KG & JN confirmed that funding sports funding has been confirmed for the next two years.   Out of School   * JN & KW to discuss BSC/ASC costings with club managers and look at possibly increasing prices from September. Discussion of possibility of different pricing structures for amount of time spent in club. Agreed that this would be difficult to manage and difficulty of managing and enforcing the differing pricing structures.   3 Year Forecast  The revised carry forward for 2023-2024 was calculated as -£36,440 decreasing to -£168,091 for 2024-2025, and decreasing further to -£342,904 for 2025-26. This was an improvement from the spring meeting. Once all coding errors are resolved the carry forward for 2023-2024 should be approx. -£24,000, this will be confirmed at the Spring meeting.  Discussion took place around the negative 3 year budget and how, as experienced Governors, this overspend could be managed in a sensible way without impacting on the school environment and pupil experience. A discussion was had around the main cost being Staff Salaries and how the School has a very experienced, flexible and loyal team at the School and that Central Government Funding drives the budget, including;   * A significant increase in staff costs, which have only been partially funded by the Government. (Support Staff) * Low SEN funding vs. the relatively high costs of providing resources to meet the children’s needs. |  |
|  | **ANY OTHER BUSINESS**  Discussion around the DFC funding and how this isn’t showing on the budget papers.  All school lighting has been replaced with LED lighting and the next project is to increase security around the School site. |  |
|  | **IMPACT STATEMENT**  Governors helped move the school forward by:   * Ensuring key policies were fit for purpose before approving them. * Overseeing the financial performance of the school to ensure school funds are managed efficiently and effectively for the benefit of the children. |  |

Meeting closed at 11.55 a.m.

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