

ST JOHN'S PRIMARY SCHOOL AND NURSERY, KENILWORTH

**MINUTES OF THE EXTRAORDINARY MEETING OF THE FULL GOVERNING BODY
HELD ON THURSDAY 6TH APRIL 2017 AT 9.15AM**

Present: Mr Trevor Martin (from 9.27am), Mr Darren Barrow, Mrs Rebecca Augustus, Mrs Trisha Coopey, Miss Katie Harrison, Mr Daryl Molyneux and Mr Richard Owen

In Attendance: Mrs Cathy Weir (Clerk to Governors)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Ms Ruth Cooper, Mrs Beth Cordrey and Mrs Rachel Killian. No conflicts of interest were declared for the meeting.

2. APPROVAL OF 3 YEAR BUDGET

Copies of the latest three year budget forecast had been circulated to governors in advance of the meeting. The headline figures are:

	2017/18	2018/19	2019/20
Revised formula budget forecast	990,228	1,008,884	957,086
Other Income	137,078	114,360	105,305
TOTAL INCOME	1,127,306	1,123,244	1,062,391
TOTAL EXPENDITURE	1,057,983	1,091,124	1,118,306
CURRENT ANNUAL BALANCE	69,324	32,120	-55,914
FORECAST CARRY FORWARD	-9,023	60,300	92,420
OVERALL BALANCE	60,300	92,420	36,506

Mr Barrow explained that there were still a number of adjustments to the figures to be made, in particular to the staffing budget. There are some errors in the salaries forecast, such as teaching assistants that have been omitted and recent changes such as Mrs Fenner's decision to return to work part-time to be included. Mr Barrow drew governors' attention to the fact that in 2017/18 the school will have two year 6 classes, and when these leave the school there is a risk that the number of classes will reduce and there may be a surplus teacher. With this in mind, Mr Barrow informed governors that his intention was to appoint a KS2 teacher on a twelve month fixed contract for 2017/18, to avoid a redundancy situation at the end of the academic year. This appointment also needs to be built in to the salaries forecast.

Mr Owen asked whether there was a process for discussing with teachers their career aspirations. Mr Barrow replied that this formed part of the regular wellbeing interviews, and staff tended to be open about their ambitions. He added that it was possible that the school could lose a teacher through natural wastage but he did not feel it would be prudent to assume this.

Mr Barrow explained that there are also a number of income targets missing from the forecast, including the proposed contribution from the Out of School Club towards the nurture facility and income that could be earned by Mr Barrow carrying out consultancy work for other schools in his role as a Local Leader in Education. The forecast currently shows a £60k surplus in 2017/18 but Mr Barrow was of the view that this would reduce once the staffing changes had been included. He informed governors that he would be aiming for a minimum of a £20-30k surplus as a contingency.

Mr Martin joined the meeting

Governors then went through the forecast of non-delegated income and revenue expenditure in detail. The main points discussed included:

- Teachers' salaries: this budget requires updating as discussed above. Mr Barrow commented that he expected the overall impact to be small. The budget includes anticipated pay increases and incremental progression;
- Insurance for teacher cover: this includes insurance for maternity cover and 11th day sickness cover;
- Supply teachers: £5k is included for supply cover for teacher sickness absence and £3k to cover courses and other activities. Mr Barrow noted that this might be tight and there might be a requirement for the Senior Leadership Team to provide some cover;
- Local Authority teacher funding: this relates to the LA funding for an additional teacher to cover the two class year in KS1 (current Year 1). The funding is included for 2017/18 only as the additional funding will cease when the cohort move into KS2;
- Clerical and premises staff, midday supervisors, clerk to governors salaries: the budgets are based on current staffing and allow for pay increases and incremental progression;
- Teaching Assistant salaries: the budget forecast contains errors as some TAs are missing from 2018/19 and 2019/20. There is a reduction in the budget reflecting the loss of one child-specific TA for a pupil in year 6. Mr Owen asked whether it was likely that there would be other children requiring one to one TA support: Mr Barrow replied that it was possible that there might be a child in Reception 2017/18;
- £1000 per annum is included to provide cover for TA absence. Mr Barrow noted that this was primarily to cover TAs who provide child specific support, as the school generally seeks to cover classroom TA absence internally;
- £3,750 per annum is budgeted for the school's share of the apprentice levy payable by the Local Authority;
- A small budget for recruitment advertising is included which will cover around four adverts a year. Mr Barrow noted that the budget would not be sufficient in the event that the school needed to recruit a Head Teacher;
- £5.5k a year is budgeted for staff training and development;
- The budget for special needs support from the Local Authority has been increased and covers specialist services from educational psychologists and the Early Intervention Service, including half a day per week from a specialist teacher to support Mrs Eastham. Mr Barrow

explained that with the Local Authority's threshold for intervention increasing there was a greater requirement for specialist support at the school level. Mr Molyneux noted that the Local Authority top-slices the budget to provide services for special needs pupils, and undertook to investigate what the central funding provided compared with the charged for services;

Action: Investigate what SEN services should be provided through central funding as compared to charged-for services (Mr Molyneux)

- Budgets for buildings and contents insurance, buildings improvements such as redecorating, and grounds maintenance are included;
- A small budget for health and safety services is included to cover requirements such as maintenance of the fire extinguishers;
- Expenditure on business rates is directly offset by income delegated from the LA;
- Budgets for utilities are included at the same level as 2016/17;
- A £2k budget for cleaning materials is included based on historic spend, plus a further £500 for replacement of cleaning equipment;
- Office expenses, including postage and the telephone contracts, have been kept at the same level as 2016/17 as has the photocopier contract budget;
- WES fees have increased by around £2.5k from 2016/17 and cover services such as ICT support and broadband. Mr Barrow explained that the school had reviewed the WES services it buys into but it had proved difficult to make savings;
- Budgets for refuse collection and emptying of the sanitary bins have been kept constant;
- The school is continuing to buy into the caretaker support service which provides training and support for the premises staff;
- The licences budget is £5.5k and covers both licences for curriculum resources such as Mathematics and Tapestry, and the TV licence;
- The Governor training and development service has been budgeted for;
- £5k per annum is budgeted for ICT purchases. Mr Barrow explained that this would only cover the replacement of high priority IT equipment, and more investment in new IT is likely to be required soon. This may need to be met from the budget surplus. Governors discussed the replacement of the IT equipment and Mr Barrow emphasised that the school's choices were somewhat limited by the need for LA support. It was agreed that ICT investment would be considered at the next meeting of the Resources Committee;
- The budget for curriculum resources has been increased to £10k per annum to reflect higher requirements generally and the costs of new activities such as nurture;
- The library budget is £797 a year going forward as the library has received significant investment recently and is well stocked;
- The reprographics budget has been increased to £6k per annum based on historic spend;
- £2,800 of donations has been assumed and this has historically come largely from the PTA;

- Lettings income is budgeted to be higher going forward largely due to an increase to the rent payable by the Out of School Club;
- Income from additional nursery sessions paid for by parents has been included at £10k, but governors recognised that this could change depending on uptake and the introduction of the 30 hours funded childcare;
- Pupil premium income has increased, but Mr Barrow highlighted that the formula could change so this is not guaranteed;
- £9k of PE grant income is offset by expenditure of the same amount;
- SEN top up funding is included based on current levels.

Mr Barrow re-emphasised that he would like to retain a minimum of £20k surplus as a contingency. He also asked governors to bear in mind that the income estimates in the budget forecast were prudent. There is also considerable uncertainty around the later years of the plan, for example the impact on the school if the new housing development proceeds. Mr Molyneux noted that the surplus tends to diminish during the year: Mr Barrow agreed that it was probable that the budget would need to be rejigged as the year progressed. Governors asked whether it would be possible to put in a bid to the Edwards Charity for a new ICT facility: Mr Barrow explained that this would not be possible in the short term as the school had already submitted a bid for the nurture facility, but it might be something to consider in the future.

Mr Martin expressed his ongoing frustration over the opacity of the nursery funding formula and the difficulty in reconciling actual nursery income received with what was expected to be received. Mr Molyneux is continuing to investigate this.

Governors approved the budget in principle, recognising that the salaries budgets need to be updated. They agreed that Mr Martin should sign off the budget without further consultation with the full Governing Body unless the impact of the updates changed the headline figures significantly or the budget surplus for 2017/18 was forecast to reduce below the £20k level that had been proposed as the minimum level of contingency.

3. DATE AND TIME OF NEXT MEETING

The next meeting of the full Governing Body will be held on Wednesday 17th May 2017, commencing 7.00pm at the school.