

### **MINUTES**

<p><b>Attendees:</b>  Gemma Bartlett (GB)  Sandip Bhalsod (SB)  Audrey Daley (AD)  Robert Hawkes (RH)  Matthew Hemsley (MH)  Rabiah Khairoun RK)  Shabnam Khan-Bhandari (SKB)  Duncan Partridge (DP)</p> <p><b>Also in Attendance</b>  Yvonne McDonald (YM)</p>	<p><b>Actions</b></p>
<p><b>1. Welcome</b>  In the absence of CG, DP chaired the meeting.</p>	
<p><b>2. Apologies for absence</b>  Apologies were received from:</p> <ul style="list-style-type: none"> <li>• Christian Franco (CF)</li> <li>• Chris Green (CG)</li> <li>• Dharmic Meggi (DM)</li> <li>• Sharine Tyndale (ST)</li> <li>• Edmond Yeo (EY)</li> </ul>	
<p><b>3. Authorised / Unauthorised absence</b>  The absences for CF, CG, DM, ST, EY were all authorised.</p>	
<p><b>4. Declaration of any other business</b>  There were no declarations of other business.</p>	
<p><b>5. Declaration of interest in any agenda items</b>  There were no declarations of interest in any agenda items.</p>	
<p><b>6. Finance</b></p> <p>a) Feedback from Resources Committee</p> <ul style="list-style-type: none"> <li>• SB reported that the Resources Committee met last Friday to review the proposed budget. <ul style="list-style-type: none"> <li>○ A copy of the minutes of the meeting were pre-circulated.</li> </ul> </li> <li>• The Resources Committee were supportive of the proposed budget.</li> <li>• SB thanked AD and YM for their work on the budget.</li> <li>• The budget process worked well this year.</li> <li>• Overall we are in a healthy position.</li> <li>• The adjusted carry forward is within the limits allowed by the LA.</li> <li>• The Resources Committee will be reviewing contracts at the next meeting. <ul style="list-style-type: none"> <li>○ AD has started to review contracts.</li> </ul> </li> </ul> <p>b) Outturn 2021 – 2022</p> <ul style="list-style-type: none"> <li>• The carry forward from 2021 – 2022 was £278,212. <ul style="list-style-type: none"> <li>○ £70,779 has been allocated to support the budget for 2022 – 2023.</li> <li>○ The net surplus is therefore £207,433.</li> </ul> </li> </ul> <p>c) Proposed Budget 2022 – 2023</p>	

<ul style="list-style-type: none"> <li>• Direct Employee Totals <ul style="list-style-type: none"> <li>○ The increase in National Insurance is covered by a supplementary grant.</li> <li>○ This budget line has been increased to cover staff shortages e.g. the DHT.</li> </ul> </li> <li>• Premises Related Totals <ul style="list-style-type: none"> <li>○ The reduction is in the main due to the fact that the LA now settle Rates centrally rather than passing budget to schools and then claiming back. <ul style="list-style-type: none"> <li>▪ This was previously £75K.</li> </ul> </li> </ul> </li> <li>• Supplies and Services Totals <ul style="list-style-type: none"> <li>○ As referenced above consultancy costs are to be reviewed by the Resources Committee. <ul style="list-style-type: none"> <li>▪ AD will be reviewing PPA cover.</li> </ul> </li> </ul> </li> <li>• Pupil Premium Income <ul style="list-style-type: none"> <li>○ The number of pupils qualifying for Pupil Premium is increasing year on year.</li> </ul> </li> <li>• Early Years Income <ul style="list-style-type: none"> <li>○ We are seeing a reduction in the nursery waiting list.</li> </ul> </li> <li>• High needs / SEN income <ul style="list-style-type: none"> <li>○ The £44K which was outstanding from 2021 – 2022 has now been received and is included in the total (£157,433).</li> </ul> </li> <li>• Lettings <ul style="list-style-type: none"> <li>○ DP queried why there is no income for lettings, and whether we are exploring the options. <ul style="list-style-type: none"> <li>▪ YM said that this was a job for the new SBM.</li> <li>▪ AD added that she has had some enquiries.</li> </ul> </li> </ul> </li> <li>• School Buybacks <ul style="list-style-type: none"> <li>○ Noted.</li> </ul> </li> <li>• Benchmarking <ul style="list-style-type: none"> <li>○ <b><u>DP asked that the Resources Committee review the RED areas e.g. Teacher Costs, Teacher / Pupil ratios etc.</u></b></li> </ul> </li> <li>• 3 &amp; 5 Year Budget <ul style="list-style-type: none"> <li>○ AON pointed out that another school has identified that there are issues with the formulae in the spreadsheet which exaggerates the cumulative deficit.</li> </ul> </li> </ul> <p>d) School Balances Form (for approval)</p> <ul style="list-style-type: none"> <li>• Budget for the playground repairs / equipment and the redecorating of EYFS can either com from the revenue budget or from Devolved Capital.</li> </ul> <p>e) Scheme of Delegation (for approval)</p> <ul style="list-style-type: none"> <li>• <b><u>Row 4 (Interim Senior Leader) needs to have the DHT removed.</u></b></li> </ul>	<p>SB</p> <p>YM</p>
<p><b><u>DECISIONS</u></b></p> <ul style="list-style-type: none"> <li>• Budget 2022 – 2023 <ul style="list-style-type: none"> <li>○ Approved as detailed in the budget proposal.</li> </ul> </li> <li>• School Balances Form <ul style="list-style-type: none"> <li>○ Approved.</li> </ul> </li> <li>• Scheme of Delegation <ul style="list-style-type: none"> <li>○ Approved, subject to the changes above.</li> </ul> </li> </ul>	
<p><b>7. Review / Agree the Minutes of 18 March 2022</b> These were agreed as a true and accurate record of the meeting.</p>	
<p><b>8. Matters Arising from the Meeting on 18 March 2022</b> These are carried forward to the next meeting.</p>	
<p><b>9. Policies / Documents for Approval</b> All Policies / documents were pre-circulated.</p>	

<p>a) Attendance &amp; Punctuality Policy</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>b) Child Protection &amp; Safeguarding Policy &amp; Procedures</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>c) Children Missing from Education Policy</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>d) Finance Handbook</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul>	
<p><b>10. Any Other Business as agreed above</b> There were no items of other business.</p>	
<p><b>11. Date and time of next meeting</b> Friday 8 July 2022 at 9:30AM – this meeting will be held in the school.</p> <p>Agree a date (a Saturday) for a Governing Body Strategy meeting to review the Mission Statement / School Philosophy etc.</p> <ul style="list-style-type: none"> <li>• <b><u>It was agreed that AON would speak to CG re suggested dates and then to circulate them to see what works for Governors.</u></b></li> </ul>	AON

Meeting closed at 10:21AM