

PERIVALE PRIMARY SCHOOL
A Full Governing Board Meeting was held in School on Tuesday 16 May 2023

MINUTES

<p>Attendees: Gemma Bartlett (GB) Sandip Bhalsod (SB) Chris Green (CG) Robert Hawkes (RH) Shabnam Khan-Bhandari (SKB) Duncan Partridge (DP) Stella porter (SP) Edmond Yeo (EY)</p> <p>Also in Attendance Ruby Shillingford (RS)</p>	<p>Actions</p>
<p>1. Welcome</p>	
<p>2. Apologies for absence No apologies were received from Rabiaa Khairoun (RK), Matthew Hemsley (MH), Dharmic Meggi (DM).</p>	
<p>3. Authorised / Unauthorised absence The absences for RK, MH, DM were not authorised.</p>	
<p>4. Declaration of any other business There were no declarations of other business.</p>	
<p>5. Declaration of interest in any agenda items There were no declarations of interest in any agenda items.</p>	
<p>6. Agree the minutes of the Full Governing Board Meeting on</p>	
<p>7. Proposed 3 year Budget Plan 2023 – 2026 The proposed 3 year budget plan 2023 – 2026 was pre-circulated.</p> <ul style="list-style-type: none"> • CG confirmed that we are no longer under LA close scrutiny. <ul style="list-style-type: none"> ○ The LA are very pleased with the progress we have made. ○ This means that we have more flexibility ○ A large amount of resource went into preparing the plan ○ CG thanked everyone that had been involved: SP / RS, SB / MH, AON. • RS said that she was working on the anomalies – There are issues with the Bursarial Services Spreadsheet • 3 Year Budget Plan <ul style="list-style-type: none"> ○ It has been assumed that the number of PPG pupils will be constant at 121 (£176,055). • Budget Forecast <ul style="list-style-type: none"> ○ Work is required on the income generation plan. • 3 Year Budget Summary Forecast <ul style="list-style-type: none"> ○ Staffing costs are just under 80%. ○ The projected outturn is £2,375. • Income Comparison <ul style="list-style-type: none"> ○ RH asked how we got to the income figures of £30K (year 1), £60K (year 2) and £90K (year 3). <ul style="list-style-type: none"> ▪ Aspirational. 	

- Based on other schools.
 - AON has arranged for SP to speak to 2 other schools.
 - SP will be asking parents for ideas.
 - 1 school is interested in using PPS.
 - RS will be preparing a marketing plan
- CG asked about the status of the website upgrade.
 - SP advised that the first draft is ready.
- CG asked why the High Needs income had been reduced to £114,484 (£139,188).
 - Prudent
- DP asked why the Donations / Voluntary funds had reduced.
 - The FGM project comes to an end in the autumn.
 - We also have subsidised the above by c. £4k.
- The overall increase is c. £135K.
 - MSAG £75,702. This will continue.
 - 30 hour nursery £42K. We will be testing and building a waiting list.
- Expenditure comparison
 - E01 – Teaching staff
 - GB asked if we had factored in staff increments.
 - Yes.
 - E04 – Premises staff
 - This was previously under supplies
 - E14 – Cleaning and Caretaking
 - CF asked why this had been reduced significantly.
 - RS to clarify.
 - E16 – Energy
 - Fixed contract.
 - E20 – Learning resources
 - SB advised that this had been benchmarked and had been reduced slightly based on other schools.
 - GB pointed out that staff are having to buy resources themselves.
 - SP stressed that they should not have to.
 - E24 – Special facilities
 - Swimming
 - E25 – Catering
 - SKB advised that she is getting feedback from parents.
 - E27 – Bought in Professional Services
 - Supply Staff plus some SLA's.
 - GB asked about Pupil Premium
 - SP is reviewing the PP strategy.
 - EY asked if agency spend was budgeted
 - Yes.
 - This has been reduced from September.
 - £100K (reduced from £230K last year).
- Known Risks
 - 4 staff are currently opted out of the pension scheme; if they opt back in the cost would be £10K / £15K.
 - DP said that governors should have oversight of staff absence.
 - 4 x HLTA and 3 x AHT could cover.
 - 1 member of staff will be leaving and may not be replaced – already short.
- Medium term planning – Recovery plan
 - CG asked what percentage of Reception applications (147) were first choice.
 - C. 50%.
 - Benchmarking and ICFP metrics have been carried forward.

<ul style="list-style-type: none"> • PPA Cover – PE Proposal <ul style="list-style-type: none"> ○ PE Provision <ul style="list-style-type: none"> ▪ 3 quotes were obtained. ▪ Recommendation is to stay with Sports Plus who use our equipment. ▪ Quote includes after school. ▪ APPROVED ○ Music Provision <ul style="list-style-type: none"> ▪ Again 3 quotes were obtained. ▪ Recommendation is to stay with Junior Jam who provide all instruments and cover if the provider is sick. ▪ APPROVED <p>The budget was APPROVED as submitted and CG will be signing the budget papers.</p>	
<p>8. Policies / Documents for Approval</p> <ul style="list-style-type: none"> • Finance Handbook <ul style="list-style-type: none"> ○ DP sought confirmation that this is an Ealing template. <ul style="list-style-type: none"> ▪ Yes. ○ <u>This was approved subject to the following changes:</u> ○ Include that the Finance Action group (FAG) will be meeting monthly. ○ Budget will be allocated to Subject Leaders from September. <ul style="list-style-type: none"> ▪ <u>RS to provide training.</u> ○ Changes to the Scheme of Delegation (see below) to be incorporated. • Purchase / Debit Card Policy & Procedures <ul style="list-style-type: none"> ○ This is an LA model policy. ○ <u>This was approved subject to the following changes:</u> <ul style="list-style-type: none"> ▪ The cards must be kept in school. ▪ The Headteacher and SBM will both have cards. <ul style="list-style-type: none"> • Amend Card Holder section. • Scheme of Delegation <ul style="list-style-type: none"> ○ <u>This was approved subject to the following changes:</u> <ul style="list-style-type: none"> ▪ Resources Committee <ul style="list-style-type: none"> • Approval of Virements £10K - £30K (£15K - £50K). ▪ Headteacher <ul style="list-style-type: none"> • Commitment to purchase £10K (£15K). • Approval of Virements £10K (£15K). ▪ Assistant Headteacher <ul style="list-style-type: none"> • All e Headteacher's. ▪ Cheque signatories <ul style="list-style-type: none"> • All 3 Assistant Headteachers (not just Roxie Mitchell). 	<p>RS</p> <p>RS</p> <p>RS</p> <p>RS</p>
<p>9. Any Other Business as agreed above</p> <p>There were no items of other business.</p>	
<p>10. Date and time of next meeting</p> <p>Tuesday 11 July 2023 at 16:30 in school</p>	

