

Beenham Primary School, Full Governing Body meeting

Monday 20 May 2024 , 7pm

Held Remotely via Teams

Minutes

Present	• James Tobin (JT) - Chair of Governors, Finance governor, IT link governor • Sophie McBean (SM)– Interim Headteacher • Vicky Thirkell (VT) – Vice Chair of Governors, SEND governor, well-being governor • Padraig O’Hannelly (POH) – Safeguarding governor • Stephen Wallace (SW) • Jon Hewitt (JH) - Art & Design governor • Bev Sharp (BS) – Staff governor / School Business Manager
Apologies	• Graham Carr (GC)
Absent	
In Attendance	• Emma Smith (ES) -Clerk

The meeting started at 7.00pm

Meeting Aim: Budget Approval

Item no		
1	<u>Apologies for Absence</u> Graham Carr (GC) - work commitments	Chair
2	<u>Declaration of Any Other Business</u> None	Chair
3	<u>Declaration of Interests</u> None	Chair
4	i) <u>To approve the minutes of the extraordinary meeting held on 13 May 2024</u> The minutes were not ready for presentation/ review/ approval to the governors due to the short time frame since the last meeting. The minutes will be presented for approval at the next meeting.	Clerk/Chair
5	<u>Matters Arising from the last meeting held on 13 May 2024</u> See above	Chair
6	<u>Finance Update</u> See Doc 1_ Main School Budget - Fund 01 WITH SPORTS Doc 2_ Main School Budget - Fund 01 WITHOUT SPORTS Doc 3_ OoHC Budget - Fund 99 Doc 4_ Capital Budget - Fund 76 Doc 5_ Pupil Premium Budget - Fund 08 Doc 6_ Sports Premium Budget - Fund 13 i) <u>2024/25 Budget approval</u> See Doc 7_ Beenham Budget 24-25	SM/SBM

	BS talked through the above document. BS noted there will be no amount for the EAL teaching assistant as there is no longer any EAL in school. BS went through the potential pay increases. VT asked if there were any industrial action / union activity ongoing regarding pay and whether there might therefore be more than 3% increase. SM confirmed that the NEU members have voted to take action but it was not expected that that action would be imminent. BS confirmed this was the same for support staff. BS noted that she has followed WBC guidance for the 3% pay increase for teachers and support staff. JH asked if WBC offered any reasoning for their % pay award inflation suggestion, and what the figure is based upon, and therefore why the pay award inflation % suggested for 24/25 is more than the 25/26 and 26/27. Action: BS to ask Schools Accountancy about this for info SM noted that generally, that teachers will meet their performance reviews and move up on the pay scale. VT asked if this was included in the budget. BS confirmed it was. The pay award increase was approved by the FGB at this meeting. VT noted that the pupil placement planning Area 10 may be based on higher than expected this year; based on the current PAN. BS noted that the budget presented is based on a worst-case scenario for September intake. SM noted that the strategy going forward is to work to increase intake over the next few years and that the figures in the budget are achievable. JT suggested consideration of school's plans to increase applications/intake and to consider what other local small schools with high intake or waiting lists offer. From this consideration, school can discuss what might be practically achievable. BS reminded governors, when considering the figures presented, that there is always movement of pupils and staff throughout a school year. BS discussed reasoning and advice from WBC to include the sports funding in the budget. FGB are to decide whether to include the sports funding or not in the approved budget. It was agreed at this meeting by the FGB that the budget SHOULD include the assumed sports funding. It was noted that the £9k deficit for 2025/26 might be pulled back by just 2 more children on roll.	
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	JT asked whether WBC would accept the 2025/26 budget if it shows in deficit. BS noted that WBC will closely monitor school with monthly checks because there is a future deficit budgeted, but that it is the 2024/25 that is to be accepted/approved. Action: “plan for increasing pupil numbers” to be on the agenda for every meeting going forward - clerk BS suggested a future FGB discussion about moving from WBC HR buy-back to Juniper, as has been recommended. Action: the clerk to add this to the agenda. Action: BS to get cost / SLA for the next meeting, and how long the notice period with WBC’s HR is. BS noted that CALT had extended the contract with school up to March 2025 for no extra charge. SM agreed CALT was very good provision and value for money. The Doc 7_Beenham Main School Budget 24-25 was approved by the FGB at this meeting WITH sports funding. ii) <u>Doc 5 Pupil Premium Budget - Fund 08</u> BS noted that the 2023/24 census figures included ALL Afghan children that had joined school, and they have now all moved on hence the big drop for the budget figures. The Pupil Premium Budget - Fund 08 was approved by the FGB at this meeting. iii) <u>See Doc 6 Sports Premium Budget - Fund 13</u> Action: BS to send info to governors about how budget is allowed to be spent on swimming BS confirmed swimming was included in the main school budget. The Sports Premium Budget - Fund 13 was approved by the FGB at this meeting. But it was noted that if The Government does not continue with the sports grant funding, this budget would need to be addressed. iv) <u>Doc 3 Out of Hours Care Budget - Fund 99</u> JT asked if the budgeted OOHC fees were the same as currently charged. BS confirmed they were. BS mentioned the decision between running OOHC at a loss against the attraction of the provision for new families. BS noted that the OOHC children budgeted do not include any year 6 leaving this Summer. SM referred to the new funding on offer for childcare and whether this might enable extended hours of OOHC which might be attractive to new families. The funding is expected to decrease each year.	
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	JH asked what hours other local schools offer for wraparound care – SM confirmed they are open until 6pm. JH asked whether there is a feeling that the wraparound care is an attraction. SM confirmed she is always asked about OoHC provision. Action: SM to run an “expression of interest” to see if there would be a take-up of extended hours. Doc 3_ OoHC Budget - Fund 99 was approved by the FGB at this meeting. JT expressed the importance of keeping an eye on this fund account as it is running at a loss. v) <u>Doc 4 Capital Budget - Fund 76</u> JT asked if the outdoor area equipment is paid for from this fund. SM confirmed this was financed from the anonymous donation. Doc 4_Capital Budget - Fund 76 was approved by the FGB at this meeting.	
7	<u>Chair’s notices</u> none	Chair
8	<u>Clerk’s notices</u> none	Clerk
9	<u>DONM:</u> 17 th July 2024 , 10am- in school	

The governors thanked BS for all her hard work in preparing the budget.

The meeting ended at 8.20pm

List of Actions from the Meeting

Item no	Action	Governor
6i	Action: BS to ask WBC Schools Accountancy for info about the reasoning for their % pay award inflation suggestion	BS
6i	Plan for increasing pupil numbers to be on every agenda going forward	clerk
6i	WBC HR buy-back vs Juniper Consideration on agenda for next meeting	clerk
6i	BS to get cost / SLA for the next meeting, and how long the notice period with WBC’s HR is.	BS
6iii	BS to send info to governors about how budget is allowed to be spent on swimming	BS
6iv	SM to run an “expression of interest” to see if there would be a take-up of extended hours of OoHC	SM