

St Benedict's C of E VA Junior School, Glastonbury

Minutes of the Full Governing Board Budget Meeting

Held on Thursday 27th April 2017 in Leopard classroom

Present: Jo Boughen-Hunt (Co-Opted- CO Governor), Steve Gumm (Head Teacher- HT), Mellie Leggett (Chair), David MacGeoch (Ex-Officio) [*left at 6:43pm*], Piers Ranger (Elected Teacher- ET Governor), Helen Roper (Vice Chair- VC), Sue Thurgood (Foundation PCC Governor), Sue Wootton (Foundation PCC Governor).

Also present: Jane Daniels (Finance Officer- FO) [*left at 6:48pm*], Sarah Hamlet (Clerk).

The meeting started at 5:34pm.

1.	Welcome and Opening Prayer	<ul style="list-style-type: none"> Ex-Officio referred to the last verse of In the Bleak Midwinter relating to its relevance at Easter; as Jesus gave His life for us, so we can give Him our hearts. 	
2.	Apologies for absence	<ul style="list-style-type: none"> Gemma Hazlehurst, David MacGeoch (early departure) and Paul Winter- all accepted. Apology from Louise Fairbrother not accepted. Governors discussed her low attendance appropriate to a governor's role. Chair will speak with her next week. No apologies received from Natasha Wardle. Advance apologies from David MacGeoch and Sue Thurgood for absence at forthcoming FGB meeting on 4.5.17- accepted. 	<i>Chair to speak with LF.</i>
3.	Declaration of Interest in any agenda item.	<ul style="list-style-type: none"> Ex-Officio- governor at St John's as well as St Ben's. 	
4.	Budget	<ul style="list-style-type: none"> FO reported a slight change to the Budget Plan; since Month 12 Cost Centre Ledger there is a £83,681.62 carry forward. Items identified include extra income and invoices not yet received or paid. The Budget Sheet shows revised surplus, including PE & Sports Grant, Kilve 2017 and Other Capital Costs balances carry forwards. Expenditure Plan Proposed Budgets for 2017/18 and 2018/19 show in year deficits of £-26,243 and £-15,433 respectively. These will be covered by carry forwards, though it was imperative to be aware that these will be gradually used up. HT spoke re: stringent spending by school e.g. equipment. Greatest expenditure is on staffing, which has a positive impact on teaching and learning. VC challenged re: swimming expenditure. FO explained that some of 	

		<p>this Cost Centre still has monies to be paid out, and there is still a lack of parental contributions. HT and the ET Governor informed re: future plans for swimming lessons; Year 4 (Autumn Term), Year 3 (Spring term), Years 5 & 6 to share Summer Term.</p> <ul style="list-style-type: none"> • Ex-Officio proposed seeking outside support for school trips; HT replied that this already happens to some extent, plus the PTFA offer support. • VC enquired re: minibus operational expectancy and further anticipated maintenance costs to be considered. HT informed that the minibus has high use including transporting vulnerable pupils to school. Governors discussed contacting Clarks Foundation for support. Ex-Officio reported that Millfield School replaces minibuses every 4 years. He offered to contact them re: possible acquisition of one of their used buses. FO added that monies are expected from St John's to assist with minibus repairs and fuel. • Governors agreed with Ex-Officio's comment re: the importance of St Ben's being seen to be tackling budget deficits seriously. • HT spoke re: high needs pupils coming up to Year 3 in September 2017 & 2018, lack of funding and the impact on staffing budget, necessitating a change in TA roles. • VC emphasised the need to demonstrate a 3-year forecast is being considered and within the role of governance. There was general agreement about the high quality of provision for pupils at St Ben's. • Governors agreed with the CO Governor's proposal of having discussions when staff fixed term contracts are due for review, with the budget in mind. • FO pointed out there were opportunities for savings within unspent monies in the Curriculum areas. Some cuts have already been made here. • HT asked if a 2019/20 Budget projection was possible; FO confirmed this. HT remarked that St Ben's could be part of a MAT by then, with a different financial model. • Governors agreed that though the current position is strong, complacency must be avoided. VC highlighted the importance of presenting St Ben's as a financially strong school to a MAT. • The ET Governor enquired re: Free 	<p><i>Ex-Officio to contact Millfield.</i></p> <p><i>TO CHECK: FO to create a 3 year Plan.</i></p>
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	<p>David MacGeoch left at 6:43pm.</p>	<p>School Meals and Subscriptions entries. FO clarified that not so many free school meals were being paid for since a tightening up of those not being taken up by pupils. Subscription costs include software programs and admin costs. She confirmed that the Accelerated Reader Scheme is budgeted for. Governors agreed that although this was a fairly costly scheme, it had proved very valuable in motivating reading.</p> <ul style="list-style-type: none"> • FO is receiving quotes for a new photocopier with lower running costs. • VC asked if St Ben's bought services no longer provided by County. FO informed that we have purchased wireless broadband and EEC Live, included in this year's budget. • Chair enquired whether St Ben's could share resources with St John's to save costs. The ET Governor informed that there is collaboration with training opportunities. • FO is investigating more economic sources of IT support. She reported that the server is in need of replacement at a probable cost of approx. £2200. • St Ben's CCTV system requires updating; fitting a new unit will cost £1k with cameras at £250 each. This is included in the budget forecast. Ex-Officio informed that the Home Office has contacted him re: installation of CCTV cameras near churches and Christian centres (including schools). • FO clarified minus/plus figures in the Budget Plan Income section columns. • HT highlighted re: High Needs Year3 pupils arriving in September who will require 1 to1 support, and for whom there is no funding available. • VC enquired re: funds set aside for governor training. FO informed that this was set at £367. St Ben's SSE Governor Training subscription includes Clerks' and Chairs' Briefings; otherwise follows the 'pay as you go' model. Ex-Officio suggested approaching the churches for possible support and offered to investigate. He also proposed further investigations of other support possibilities. • FO confirmed that she takes time from her contracted hours to attend governor meetings as necessary. Governors thanked her for all her hard work. • Governors approved this budget, which was signed by Chair and HT. 	
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			<i>Ex-Officio to contact churches re: training support.</i>
5.	Finance Policy	<ul style="list-style-type: none"> Approved by Governors and signed by Chair. 	
6.	SEF	<ul style="list-style-type: none"> Governors agreed with HT's key point that St Ben's is a 'good' school. HT spoke re: today's 'mock Ofsted' visit by Steve Owen (St Ben's SEP), which confirmed this view. It was decided that Curriculum should be considered an added strength. The SEN Governor reported re: training undertaken yesterday, remarking that Ofsted inspectors look at a broad and balanced curriculum. She will send the training PowerPoint to Clerk for circulation to governors. VC stated that despite St Ben's last Ofsted inspection, the school still provides a varied, rich curriculum. She informed that the DE Governor is re-drafting the first section of the SEF. VC will complete this and send it to HT, who thanked governors. The re-draft SEF will be re-visited at FGB. HT spoke re: Social Media, Staff & Volunteer Conduct and Class Placement Policies, which governors agreed to ratify. 	<i>SEN Gov to circ. Ppt to Clerk for circ. to govvs.</i>
7.	Any other urgent business Jane Daniels left at 6:48pm.	<ul style="list-style-type: none"> HT spoke re: today's visit by Steve Owen (St Ben's SEP). He observed several lessons; books are mostly good. He offered some 'fine tuning' comments. Pupils were delightful and represented the school well. Data was well received. 	
8.	Date and time of next FGB meetings	<ul style="list-style-type: none"> Thursday 4th May 2017 at 5:30pm Thursday 15th June 2017 at 5:30pm. 	

The meeting closed at 6:50pm.