



Newton Popleford Primary School Full Governing Body Meeting

Meeting 6: Part I Minutes						
Date & Time	Tuesday 23 rd April 2024 5:30pm	Location	Newton Popleford Primary School			
Governors Present	Initials			Governors Present	Initials	
Mr A Pope	AP	Headteacher		Miss R Layman	RL	Co-opted Governor
Mr C Trengove (Chair)	CT	Parent Governor		Mrs C Odbert	CO	Co-opted Governor
Mrs M Raffell	MR	Staff Governor				

Apologies	Initials	Reason for Absence (Category of Governor)	Absent without Apology	Initials	Category of Governor
Mrs T Murphy	TM	Parent Governor	-		
Mrs L Wright	LW	Co-opted Governor			
Mr S Ireland	SI	Co-opted Governor			
Mr G Oldroyd	GO	Parent Governor			

In Attendance	Initials	Capacity	Minutes to
Mrs Penny Rossetter (virtual)	SB	Clerk	All Governors
			School website

The meeting opened at 5.45pm

Ref	Action or Decision	Action Owner & Deadline
1.	Agreement between Part I and Part II – there were no Part II points raised.	Agreed
2.	Apologies for Absence – apologies received from T Murphy, L. Wright, S. Ireland and G Oldroyd were sanctioned by governors.	Agreed CT/PR
3.	Notice – Received	
4.	Quorum – The meeting was quorate.	Agreed

Full Governing Body Finance Meeting Minutes dated 23rd April 2024

Signed

Dated.....

5.	Declaration of Business Interests relating to the agenda – None None	
6.	<p>Minutes</p> <p>(a) <u>To confirm Part I Minutes of Meeting 19.3.24</u></p> <p>Governors wished to point out that they were happy with the presentation of the minutes and that the highlighted sections are now in blue rather than red.</p> <p>The minutes were agreed as a true and accurate record of the previous meeting and were signed by the Chair.</p> <p>(b) <u>To consider matters arising from the minutes.</u> Actions were complete unless detailed as below, or covered elsewhere within this meeting's agenda:</p> <ul style="list-style-type: none"> - PR said she had found a CIC policy to be used for the School and would forward it to RL, CT and AP - CT still needs to meet with PR to discuss the make-up of the Governing board 	<p>Agreed</p> <p>PR CT/PR</p>
7.	<p>Review of Current Budget 2023-24</p> <p>AP had prepared the financial reports and the most up to date ones were shared with the Governors. AP outlined the financial reporting of the current budget which outlines the spend. He outlined the current capital spend first. He followed with the general spend budget. Action taken this year shows a positive review with a better surplus than expected. Due to reducing spend and some income from SEND budget, plus some smaller aspects which has added up. Decreasing of staffing budget to. Carrying £82k surplus at year end to carry forward to next year. However, falling pupil numbers puts pressure on the future budget.</p> <p><u>Governors asked about food costs?</u> AP outlined that food, serving costs and supervision in the hall, means that offsets some staffing costs related to food preparation. As pupil numbers go down, costs stay the same, this has an effect on the budget too.</p> <p>AP pointed out the carry forward of £82k from 23/24 for 24/25 and onwards reduces significantly. GO prepares a benchmarking exercise to look county wide for similar size schools.</p> <p>AP also reported on the Pre-school budget. He pointed out we have upped the re-charge which has had a positive impact. CT explained how the pre-school budget is kept separate and how the re-charge works. Numbers for pre-school is increasing. There are some changes from September. Any sickness does not affect budget only operationally and is managed.</p> <p>AP also showed the Capital Budget. Some spend expected on IT.</p> <p><u>Governors asked for clarification on what Capital Spend is?</u> AP said capital is anything tangible, building work, equipment, buildings, ICT, furniture.</p> <p>Governors then approved the budget review. All Agreed.</p>	
8.	<p>Agree Service Level Agreements</p> <p>AP presented the DES SLA – He outlined last years SLA to this years. We do not have any choice in these. There is no opportunity to negotiate, we can change but its best to stay with the DES. CT outlined the SIMs system, this is locked into county services for data shared. They have a budget software update next year. AP outlined the Scomis SLA. AP outlined the Mutual fund insurance which we have used again this past year. This covers some cost of absence of teaching staff. We will probably not be able to use again. AP has looked into other providers which offer better services. Mutual fund is closing and there was a discussion about this.</p> <p>The Governors then agreed SLAs. Proposed RL Seconded MR All Agreed</p>	

9.	<p>Review Projected Admission Numbers</p> <p>AP presented the projected pupil numbers. We need to be realistic that enough pupils can be encouraged to join the school. It is important to recognise this is an issue for all schools. We need to be clear this is the most significant aspect of our Budget pressure. He then outlined how the numbers have changed over the years in relation to this years projection. AP suggested we have a Finance and Future sub-group to discuss the options in more detail. To bring back to the FGB some options and action points for the future. These should include reducing PAN, moving to a MAT or a Federation.</p> <p>This should be about 4 members. AP, CT, GO and one other Governor (RL offered). PR was asked to send an email to all Governors to see if anyone else has an interest in joining and suggest some dates. This needs to start as soon as possible. It was felt that it would not be good to have a facilitator at this time. This might be a good option if we can find someone impartial to discuss with the full board at a later date. Possibly get the DCC financial advisor to talk to us.</p> <p>Governors asked if there would be any changes to the numbers? AP said yes there could be.</p>	PR
10.	<p>Review Staff Training Requirements and Agree Costs</p> <p>AP reported there was £2500 in the Budget plus we have some support from Brad Murray. We may not take up all that next year. We also have some OFSTED support.</p> <p>All Agreed.</p>	
11.	<p>Review and Approve 5 Year Budget plan 2023-2028</p> <p>AP presented the budget. He started with the KPI's and explained how the information is laid out on the presented figures. There are some unknown quantities in relation to staff costs with potential strike action. The budget also considers the reduction of pupil numbers. There was a discussion on how the figures are arrived at. AP also presented the CFR report and the headline figures. It was noted and acknowledged that the budget reports are particularly difficult to understand and there was some discussion clarifying some of the codes.</p> <p>The Budget was then approved Proposed - CT Seconded - RL All Agreed</p>	

The meeting closed at 6.50pm