



Kildwick CE Primary School.
Learning to live, Living to Love, Loving to Learn

Minutes from the Meeting of the Full Governing Board – (Resources & Finance) - held, online, on 11th May 2023 at 18:00.

Present:

Donna Akrigg – Staff Governor (AK)
Howard Barton – Parent Governor (HB)
Jackie Craven – Parent Governor – (JC)
Anna Fisher – Co-opted Governor – (AF)
Jane Hall – Foundation Governor – (JH_
Karen Law – Parent Governor (KL)
John Perry – LA Governor (JP)
Tim Whitehead – Headteacher (TW)

In attendance:

Toni Birch – NYCC Finance Officer
Stephen Dale – LA Clerk to Governors (Clerk)

Governing Body core functions:

Ensuring clarity of vision, ethos, and strategic direction.

Holding senior leaders to account for the educational performance of the organisation; and.

Overseeing the financial performance of the organisation and making sure its money is well spent.

A	Procedural
1	<u>Welcome, Introductions, Prayer, and consideration of absence.</u> JP opened the meeting at 18.06 and took the Chair. Apologies received from Cameron Quinn, Geraldine Sands and Mike Green. Consented. This meeting was held online – and all in attendance confirmed they were in a secure and confidential environment. The meeting was quorate. TW led the meeting in an opening prayer.
2	<u>To determine whether other urgent business should be considered.</u> GS had requested a reminder re the Skills Audit.

3	<p><u>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</u></p> <p>None identified at this point.</p>
4	<p><u>Declaration of interest on any agenda item.</u></p> <p>None declared.</p>
5	<p><u>To approve the Minutes of the FGB meetings held on 26th April 2023, consider matters arising from the minutes not otherwise covered by this agenda and update on Action Points.</u></p> <p>Governors unanimously approved the Minutes of FGB held on 26th April 2023.</p> <p>Action points from that meeting were reviewed:</p> <ul style="list-style-type: none"> • TW to follow through on Building Survey with Lee (Diocesan Education Advisor) – TW <i>noted his meeting with Lee on 16th May – carry forward.</i> • TW to update on Collective Worship – conversations with Lee and Pupil Voice – TW <i>noted this would be covered on 16th May and noted meeting with MG – carry forward to FGB in July.</i> • JP to formally notify TW re adjustment to pay scale for HT role. Pay Policy to be updated. E-mail responses to be filed along with copy of Confidential Minutes – <i>completed.</i> • Comments on PHSE Policy to DA/LF asap please. – Governors are reminded to do this. • JP noted the letter sent to parents re unauthorised absence.
B	Resources & Finance
6	<p><u>To approve the School Budget for 2023/24</u></p> <p>Copies of the Outturn figures for 2022/23 and the Draft Start Budget for 2023/24 had been circulated in advance of this meeting.</p> <p>JP noted the tightness of future budgets, especially that in Y3, and highlighted statistics that show that we are not alone in this situation – the NFER research report for The Sutton Trust, published in April 2023, documents that -</p> <ul style="list-style-type: none"> • 41% of schools now report that they use PPG to plug gaps in finances • 63% of schools cutting back on teaching assistants • 50% of schools cutting back on trips and outings • 44% of schools cutting back on IT spending • 71% of senior leaders report difficulties in recruitment <p>JP noted the need to produce a balanced budget.</p> <p>TB invited governors to consider and approve the outturn figures. TB highlighted the carry forward figure of £23K into 2023/24. This is bigger than projected due to increased SEND funding and a saving in supply cover.</p> <p>Q: E25, an overspend which is 296% of budget, why is this. TB noted the adjustment due to the provision of milk to all pupils not just those who receive free school meals – this change is reflected in the proposed spend in 23/24.</p>

	<p>Q: E31, an overspend of 174% - what is this. TB explained that this is a “quirk of the system” and is how NI contribution show for members of staff who have more than three roles in school.</p> <p>Governors unanimously approve the Year End Outturn report.</p> <p>TB noted the start budget for 2023/24 and highlighted that: Y1 shows an in-year credit that will carry forward to Y2. Y2 shows that this is “eaten into” and the carry forward to Y3 is lower at £11K. Y3 currently anticipates an in-year deficit of £57K. Governors were reminded that they do need to be mindful of these figures for the next round of budget setting.</p> <p>TB briefed governors on the actions that have to be taken in the event of the school slipping into deficit – a three year plan to recover has to be submitted to the LA and controls may be imposed on the school to ensure the reversal of this deficit – governors were encouraged to be planning now rather than reacting to the situation.</p> <p>TB explained the funding per pupil and how pupil numbers were shown. TB highlighted the anticipated pupil numbers for each of the three years with an assumption that 20 pupils would enter Reception every year.</p> <p>TB noted that staffing costs were based on current levels remaining static and makes assumptions for pay increases – TB cautioned that this assumption may not be sufficient if pay awards are higher.</p> <p>Q: during industrial action what happens to the monies not paid to staff. TB advised that this money goes back into the school budget.</p> <p>TB drew attention to SEND funding – that this accompanies a pupil/s so if they move then the funding goes too – governors were advised that this is a “risk” and should be monitored.</p> <p>Q: do we need a contingency plan in place to manage the situation should this occur. TB advised that this would be a prudent move – the Board needs to be aware and know what to do in the event of funding going.</p> <p>Q: have there been discussion with the SLT as to what might have to happen if funding is lost. TW noted these have taken place on the back of previous discussion with NYCC. There is a desire that any staff restructure take place only as a last resort.</p> <p>Governors agreed the need to monitor and take measure steps noting many uncertainties around e.g. pay awards. DA highlighted the applications currently underway for further SEND support and the unknowns around what support may be required for new pupils.</p> <p>Governors noted the impact any restructure may have on the school and that a balance would need to be struck if one became necessary as should pupils with SEND needs be identified in the future then further recruitment may be required. Governors acknowledged the additional stress and pressure that would be put upon staff should support be withdrawn.</p> <p>Discussion took place around the role and impact of interventions and agreement that these are reviewed more frequently to keep on top of any risks and ensure that rash decisions are not made in the future.</p> <p>Q: re pupil numbers, where are we with the outcome of any appeals for admissions. TW advised the process is not yet complete. TW also noted that some enquiries re how to appeal had been made to the school.</p>
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Q: if Reception numbers were to increase to 22 might this be ok. TW noted it would be manageable but verging on difficult.

Governors agreed that SEND funding should be reviewed termly and as SEND Governor, AF along with DA and JP would do this.

TB invited further questions or comment on the Draft Start Budget:

Revenue Income

I01 - Delegated budget: This looks to be increasing by c£22k from 22/23. This is good news, but what is driving this increase? Is it guaranteed to happen? TB noted there is no guarantee for future funding and that the increase comes for additional Maintained School Grants to help with staffing and energy costs and that there is also monies for the AWPU funding – (Age Weighted Pupil Unit)

I03 - Sen funding is increasing by c£20k. Is this likely to happen and what is the driver behind the increase? TB noted previous discussion on SEND monies and the risks associated in this area.

I09 - Income from Catering: The projection for 23/24 is £5.3k (46%) increase from 22/23. What is the driver behind this increase? Is there a price increase? Is an average of 25 paying pupils a realistic projection? We need to understand the confidence levels of achieving this. TB advised on how this figure is calculated based on information from the school. This will be revised in September to reflect uptake by Y3 pupils. Governors noted the big uncertainties around this income.

I17 - When was the last time the prices were reviewed for the before and after school club? I'm not necessarily calling for an increase however, as we know, the price of everything has increased substantially over the last 12-18 months which the school is having to burden. TW noted that prices had been reviewed in the past 12 months – Governors agreed a further review in September – governors also agreed prices need to be affordable and we need to break even, not necessarily to make any profits here. Discussion took place around attracting more pupils to these activities.

Expenses

E14 - Cleaning & caretaking costs are increasing by 16% and reads as though this also excludes window cleaning. This feels like a relatively high increase, is there a reason for this? Are we tied to a particular contract? TB noted that NYCC are now paying the Living Wage and this is reflected in these costs. There is an option to look elsewhere but few schools have had success in this area – there would need to be a tender process and any contact could be “problematic” for the school. Governors agreed to leave things as they are!

E16 - Energy : I appreciate these are based on NYCC estimates; however, it would be good to understand the logic of a c14% YoY increase from 22/23 when the national expectation is for energy prices to decline slightly due to the drop in wholesale prices. Does it relate to a reduced

	<p>subsidy from the government? TB highlighted the process used by NYCC to purchase energy and that this has more than likely been paid for until September. NYCC give a good deal and the current crisis has focussed attention on energy saving as schools have become very mindful of costs.</p> <p>E22 - Photocopying costs are projected to increase by over £1k (+20%) - this seems a lot. I thought we had a better contract now? What is driving this increase? What options does the school have to reduce this spend? TB noted the high cost of colour copies and this is driving the increase. TW noted the need for some colour copies and that staff are aware and there is an aim to reduce where possible. TB noted that lease is due for renewal in Jan 2024 when a new procurement exercise will be undertaken.</p> <p>E25 - Catering supplies - I'm struggling to make the maths work per the calculation in the comments. I'm assuming the 17% cost increase relates directly to the assumed increase in paid school meals (my comment above) - but it would be good to understand this. TB noted a typing error that has led to this – a correction will be made!</p> <p>Capital expenditure – what is the IT replacement for – does it include Smartboards. TW noted that existing smart boards are ok and highlighted the need to start a programme of replacing staff laptops and that more PCs will be invested in as these have a longer “life”. TW noted that once we are aware of other schemes NYCC plan to use Capital funding for in school we may have additional monies to spend as the capital programme is still quite delayed.</p> <p><i>(HB left the meeting at 19.00)</i></p> <p>Governors unanimously approved the Start Budget. Action: TW to submit by 20th May 2023.</p>
7	<p><u>Premises and H&S update</u></p> <p>A copy of the Premises Inspection undertaken by Caroline Hannah (NYCC H&S Service) on 23rd March 2023 in conjunction with TW and JC had been circulated prior to this meeting. JC briefed governors on the inspection during which the school premises were toured with recommendations in the report to rectify identified issues/defects and these prioritised. JC noted that the age of the buildings was reflected in some points raised. JC covered the issues for swift resolution including general housekeeping, storage, clutter around the school, radiator covers and plumbing in the toilets. TW noted that the priority issues were being followed through with quotes underway for these.</p> <p>Q: will priority issues be completed by July. TW confirmed this was the plan.</p> <p>Action: TW to update at July FGB.</p> <p>JC highlighted issues identified as “medium priority” many of which reflect the age of the school – including possible leaks to the skylight windows, damp and peeling paint in the kitchen, condition of Y6 toilets and carpets that need securing/replacing.</p> <p>Action: include update on these at FGB on 10th July.</p>

C	Other Business
8	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>Governors were reminded to return the Skills Audit documentation by half term – JP noted that it is best practice for the Board to undertake this audit annually.</p>
9	<p><u>How has this meeting impacted on the staff and pupils at our school?</u></p> <p>Recognition that the school must produce a balanced budget – consideration and agreement that we need to fund staffing levels as without staff the education of pupils will be impaired. Governors are fulfilling their responsibility in the SSDP to ensure efficient use of resources. Actions in place to follow through on the H&S audit undertaken to ensure staff and pupils have a safe environment.</p>
10	<p><u>Date of next meeting and Close</u></p> <p>Governors note the date of the next meeting – FGB Strategy Meeting on 21st June at 6pm in school.</p> <p>This meeting closed at 19.10.</p>

Dates of Future Meetings.

21/06/23 - FGB Strategy – 6pm in school

10/07/23 – FGB – 6pm in school

Summary of Action Points:

- TW to follow through on Building Survey with Lee (Diocesan Education Advisor)
- TW to update on Collective Worship – conversations with Lee and Pupil Voice and meeting with MG to discuss.
- TW to update on priority points from H&S inspection undertake in March.
- TW and JC to update on medium priority points from H&S inspection.
- TW to submit approved Start Budget