



Kildwick CE Primary School

Loving to learn, learning to live, living to learn

Minutes of the Meeting of the Full Governing Board – (Resources & Finance) held on 24th November 2022 at 18:00

Present:

Donna Akrigg – Staff Governor (DA)
Howard Barton – Parent Governor (HB)
Jackie Craven – Parent Governor (JC)
Anna Fisher – Co-opted Governor (AF_
Karen Law – Parent Governor (KL)
John Perry – LA Governor (JP)
Tim Whitehead – Headteacher (TW)

In attendance:

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

A	Procedural
1	<u>Prayer, Welcome, Introductions and consideration of absence</u> JP opened the meeting at 18.00, welcoming all present and thanking them for their attendance. JP welcomed AF and KL to their first meeting. Apologies received from Geraldine Sands, Cameron Quinn, and Mike Green. Consented. TW led the meeting in an opening prayer. No governors were attending remotely.
2	<u>To determine whether other urgent business should be considered.</u> Update on Pay Committee Meeting.
3	<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> None identified at this point.

4	<p><u>Declaration of interest on any agenda item.</u></p> <p>None declared.</p>
6	<p><u>To the Budget Monitoring Report for October - Detail and Summary</u></p> <p><u>Revised Budget 22/23</u></p> <p>Prior to this meeting the Budget Report dated October 2022 had been circulated along with revised Draft Budgets for 22/23, 23/24 and 24/25.</p> <p>Prior to this meeting TB had been asked to address the following points when reviewing figures.</p> <p>October Monitoring Report:</p> <p>Revenue</p> <p>I09 income from catering - this is tracking to be £4.5k adverse to the budget. What is the story here? Was the budget over ambitious in terms of assumed take up?</p> <p>Revenue</p> <p>I09 Income from Catering - there is an assumption that this will go up by £3k next year (over 30%) - what is the driver? Are we expecting more uptake? Is the price going up? If it's the former, what is happening to make us think the uptake would increase from this year? Also, the cost of catering supplies (E25) remains fairly static for the next 2 years - are we comfortable with this?</p> <p>I17 Community Focused Ext School Facilities Income why are we expecting this to decline in future years?</p> <p>Expenditure</p> <p>E05 Administrative & Clerical Staff Why are we assuming no overtime? Have actions been taken to prevent needing this in future years?</p> <p>E16 - Energy what is the basis for the assumption that this will hold flat for the next 2 years? Whilst inflation (hopefully) has peaked in October, it's still likely to be high and not return to normal levels of c2% for at least another 2 years. If we are on a fixed deal for the next 2 years then this makes sense. If not, I think we might be carrying a risk here.</p> <p>Questions had also been raised on the Draft Budget figures.</p> <p>Draft Budget comments</p> <p>Same comment for rates and other occupancy costs.</p> <p>Overall Comments</p> <p>Clearly next year looks a concern. A big part of the delta when you compare against this year (i.e., going from a surplus of £4.7k to a deficit of £59.2k) is that teacher costs increase by c£20k, yet the funding from LEA does not increase at the same rate. Part of this is driven by having a supplementary grant this year for £18.5k which is not assumed to be repeated next year or the year after. What is this? Is there any opportunity to get this next year?</p>

	<p>My final question for the bursar is how concerned should we be for the outlook of next year? Is this a similar picture to what is being projected elsewhere? Is there anything other schools are doing from which we could learn?</p> <p>TB drew governors' attention to the notes made on the October Monitoring report that reference variances. TB noted that the SEND funding reflects those in school at present. There is an additional pupil in receipt of PP funding.</p> <p>TB briefed governors on other variances to income including Teacher Training, NQT funding, donations, and fundraising.</p> <p>TB confirmed that the catering budget is based on pupil uptake as at now and that only way to increase this is to increase uptake of school meals in KS2. Budgets are based on a snapshot of one day's uptake!</p> <p>Budgets for BASC are based on average attendance – increased attendance will affect this figure.</p> <p>TB highlighted the variance to staffing costs due to pay increases being significantly higher than original budget guidance.</p> <p>Energy costs are based on 21/22 usage and charges as advised by NYCC. Governors noted that to date no further information is available on what support from Government there might be for this year on costs and that any support will end in March 23 with nothing announced for time after this. TB confirmed that budgets will be reviewed again in Jan/Feb 23 with a view to ensuring best accuracy in future forecasts.</p> <p>Q: Is there any support planned to cover the variance caused by the funding gap for pay increases. TB noted that whilst an additional funding package for schools has been announced there is no detail on when this might be allocated nor amounts involved.</p> <p>TB noted that the anticipated carry forward to 22/23 is £19k (against an original forecast of £26K) – this is due to increases in energy costs. TW noted that Exceptional Funding has been applied for to support a pupil and this may offset some of this loss.</p> <p>Q: How do we compare to other schools. TB noted that all were in the same position – everyone has “taken a hit” – with larger schools feeling the impact of the increased energy costs significantly more..</p> <p>Q: If funding to support pay and energy cost increases does not materialise we may be ok for this year, but future years are not looking good – we may need to plan savings – is this correct. TB confirmed this was the case.</p> <p>TB referred governors to the 3year budget forecasts.</p> <p>TB confirmed that the in-year deficit for 22/23 is based on current anticipated figures and that the carry forward of £19K will “see the school through” to July – additional funding will ease the situation as ideally we should need £25K. TW noted that the Exceptional Funding would, if received, be a one-off payment. TW noted a further x3 applications for SEND funding are currently in progress – if successful these will generate additional monies.</p> <p>Governors agreed to take a cautious approach with any decisions – nothing major should be decided now – particularly on staffing – as to do so now may not be in the best interests of the school – Governors agreed that further discussion should take place in the Spring Term in advance of the budget being set for 23/24.</p> <p>Q: Why does “additional funding” decrease. TW noted that school trips have not yet been planned.</p>
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	<p>TB drew attention to the Supplementary Grant of £18K received this year that, at present, is not there for future years. This figure is now within funds allocated by the LA – it may be reviewed but that is not certain.</p> <p>Q: When might we know about additional funding for this year. TB noted that the LA might have insight by the end of December so information might be given to schools late January.</p> <p>TW noted that it might be relevant to include discussion on BASC at this point.</p> <p>TW briefed governors that the church intends to start charging the school again for the use of the Parish Rooms. TW reminded the meeting that the school had previously funded upgrades in the Rooms for safeguarding and fire safety. This was two years ago, rent had been offset against this and now, the “free” period is over!</p> <p>Q: Can the school afford to pay rent or might the BASC be brought back into the school buildings.</p> <p>Q: Is there any indication of the cost – will it simply cover heating/lighting etc or will it be what outside organisations are charged.</p> <p>Governors discussed the pros/cons of running the BASC from school and from the Parish Rooms noting that all resources are stored at the Rooms and not having BASC in school means no classroom space is lost.</p> <p>Governors noted the vulnerability of the Parish Rooms – especially during the winter months and also that should the school pay for use there is likely to be a significant impact on the profitability of the BASC – these would run at a loss.</p> <p>TW tabled a document detailing the number/s using the Before School Club, After School Club and After School Care – for every session so far this term – and also showing the max number/s that can be accommodated at each session – profit/loss per week was also detailed.</p> <p>Governors agreed that this offer should be retained as it is attractive to, and helpful to, Parents.</p> <p>TW highlighted that it is difficult to accurately predict attendance – the budget is set on an average figure. TW also noted that staff pay increases and not reflected in current charges for use – these may have to be reviewed. Costs need to be covered – there was never an intention for BASC to generate profit as such but at the same time – it cannot run at a loss.</p> <p>Action: TW to discuss with MG – more detail on charges for use of the PR is required – it maybe BASC need to move back to school for the short/medium term.</p> <p>TB highlighted that the figures for the next 3yrs anticipate pay rises for all staff, assume staffing remains “as is”, are based on Pupil Numbers as detailed. TB noted that there are some steep increases to services brought back - +15% in IT costs and others by +6.5%.</p> <p>Q: When we set the budget for 2022/23 we had to explain the plan to recover from a small deficit – will we need to do so again. Yes – TW noted an email survey from the LA on the current financial position asking what actions are planned to address any issue – this has to be back by 28th November.</p> <p>Q: What is the closing date for applications from Parents for admissions in Sept 23. TW confirmed mid-January. TB noted that the birth rate affecting new starters in 2023 has dropped so many schools will experience as reduced intake.</p>
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	Governors thanked TB for her valuable work and insights. TB left the meeting at 18.45.
	<i>Governors agreed to continue with the agenda and consider item 5 at the end of the meeting.</i>
B	Resources & Finance
6	<i>Please see above.</i>
7	<p><u>Budget situation – stakeholder communication.</u></p> <p>Governors noted the coverage in the mainstream media and on social media about schools’ budget pressures and discussed what message Kildwick School should be sending out under these circumstances – that the situation is serious but under control.</p> <p>Governors agreed that a secure plan is in place to maintain core Teaching and Learning but that in the longer term “extras” might be under threat. Budgets are being closely monitored and managed.</p> <p>Action: Item re Budgets to be included in end of term newsletter – this to come from Governors – JP to draft.</p> <p>Action: All governors to send thoughts on what this should include/look like/be worded to JP by 9th December please.</p>
8	<p><u>Before & After School Club – TW update .</u></p> <p>Information and discussion on item 8 have been included in item 6</p>
9	<p><u>To receive an update on Sports Premium & Pupil Premium</u></p> <p>Copies of the Sports Premium Plan and Pupil Premium plans had been circulated prior to this meeting.</p> <p>TW noted the SP plan and report is for the school academic year whilst funding is received for the fiscal year (April – March). TW confirmed the new report format has yet to be received – once it is the information will be updated and put onto the school website.</p> <p>TW noted the amount of money yet unallocated and shared thoughts on activities this might be used for including horse riding for SEND pupils.</p> <p>Q: Is this activity only for SEND pupils. TW noted that the centre used offers to all but in this instance the school would be using a pocket of money for this specific group.</p> <p>Q: Is there any possibility of pursuing a running track on the rec. TW confirmed that money has been put aside for this and plans are being developed alongside the Peggy Wilson Trustees.</p> <p>TW confirmed that the PP plan is now on the website and includes a review of 2021/22 and the plan for 22/23 and year 3.</p>
10	<p><u>School Financial Value Statement (SFVS) - to nominate Governor/s to complete this</u></p> <p>CQ and KL agreed to complete this.</p> <p>(Submission to NYCC needs to take place by 31/03/23)</p>
C	Other Business
11	<p><u>To receive an H&S update</u></p> <p>TW noted the visit by the new NYCC H&S Officer – Caroline on 21st November.</p>

	<p>Action: TW/JC to review actions and report back to governors on 15/03/23.</p> <p>Q; Are there any risk to be aware of. TW confirmed nothing immediate.</p>
12	<p><u>To receive a Premises update.</u></p> <p>TW updated governors on the state of the building in particular noting a number of leaks that the school will have to bear the cost of fixing. Included in this is some water damage in the kitchen that does need redecorating. Governors agreed these repairs are necessary and money should be spent.</p> <p>TW noted that the boiler control panel will also need replacing at a cost of £5K. Governors noted that some money is available towards this and agreed for TW to pursue additional support on these costs.</p> <p>Action: TW to approach NYCC for funding.</p>
13	<p><u>Policies to approve.</u></p> <p>Governors approved the following -</p> <p>Low Level Concerns Policy</p> <p>Accessibility Plan</p> <p>Q: what would the school do should a pupil, for example, requiring wheelchair access, join the school. TW noted the audit process that would be followed to ascertain the needs and changes within school that would be required. TW noted that whilst the installation of a lift is highly likely to be “unlikely,” other measures, such as a stairlift or swapping class locations could be considered.</p> <p>Governors noted that this audit would ascertain if the needs of that pupil could be met by the school.</p> <p>Q: Would there be funding to make adaptations to the school. TW confirmed there might be some.</p> <p>Governors noted that the accessibility plan applies to all coming into school – not just pupils but also staff and visitors.</p>
14	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>JP noted that the Pay Committee had met this morning to consider recommendations from TW on pay progression for teaching staff. All recommendations had been approved.</p>
5	<p><u>To approve the Minutes of the FGB meeting held on 10th October 2022 and consider matters arising from the minutes not otherwise covered by this agenda.</u></p> <p>Governors approved the Minutes of FGB (Curriculum) held on 10th October 2022.</p> <p>Matters arising:</p> <p>JP confirmed the ongoing concerns about traffic passing the school would be highlighted again at FGB on 6th December as part of Safeguarding.</p> <p>Ofsted training is arranged for 30th November – JP also noted that some further insight had been accessed via HART alliance.</p> <p>Q: Has the IDSR been received. TW confirmed that the Individual Data Summary Register has been published. TW briefed on the content and confirmed that it read well!</p>

	<p>Q: Will governors have access. TW confirmed that information will be withing the next HT report and explained how this is also used by Ofsted. The report is accessed via the DfE site – TW confirmed that he can arrange access for those governors requiring this.</p> <p>It was suggested that how to interpret and understand this report – is part of Ofsted training on 30th November.</p>
15	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>In depth review of current budget situation to ensure the school is on a sound financial footing to keep the core offer and to keep the Before and After School Clubs.</p>
16	<p><u>Date of next meeting and Close.</u></p> <p>Governors noted the date of the next meeting on 6th December 2022.</p> <p>The meeting closed at 19.30.</p>

Dates of Future Meetings:

06/12/22 - FGB

07/02/23 - FGB Curriculum (**Please note we propose to hold this meeting at 1.30pm**)

15/03/23 - FGB Finance

27/03/23 - FGB

26/04/23 - FGB Curriculum

09/05/23 - FGB Finance (NYCC are asking for Budget submissions by 20th May this year)

21/06/23 - FGB Strategy – start time tbc.

10/07/23 – FGB