



St Paul's Church of England Primary School

MINUTES OF THE Extraordinary meeting of the FULL GOVERNING BODY MEETING held via video conferencing at 5.30pm on Wednesday 27th April 2022

(Governors having previously agreed that Standing Orders should be temporarily waived to allow 100% governor attendance by remote access for the duration of the COVID 19 situation)

Governors Present: Beverly Jones (Chair), Sarah Abrey, Tom Auld, Suranga Chandratillake, Helen Darrell (Headteacher), Simon Jarvis, Sharon Geva, Nick Giesler (Associate Member), Russell Re Manning, Alex Smith & Virginia Weston.

Apologies: Liam Kelly (Associate Member), Hilary Aldred

(NB: Governor Challenge, Questions and Monitoring are highlighted in bold)

1. Apologies for Absence

NOTED: apologies for absence were received from Liam Kelly (Associate Member), Hilary Aldred

AGREED: to accept the apologies for absence tendered.

2. Declarations of Interest

None

3. Minutes of the Previous Meeting 29th March 2022

The Chair confirmed that the minutes will be considered at the next meeting of the Full Governing Body.

4. School Budget 2022-2023

The Chair of F&P and the Headteacher presented the budget

The Head confirmed that on 26th April 2022 the Chair of F&P, the Headteacher and the Finance Manager had reviewed the planned budget with Ray Byford LA Adviser who confirmed he was content with the structure.

The F&P committee reviewed the budget on 26th April 2022 and accepted the structure to be presented for approval by FGB tonight.

The Head confirmed:

The budget is based on a carry forward of £166k.

From September 2022 there will be 6 classes as it required use of £40k carry forward funds to sustain 7 classes this academic year.

The model presented to FGB included salary cost increases and utility cost increases. The staffing structure is projected to be sustainable for 2 – 3 years.



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If additional pupils are admitted to the school, they will bring an additional £5k funding. The calculations are based on a school roll of 150 pupils. 160 pupils would provide a firmer footing.

Chair F&P summarized the areas that had been explored at the F&P meeting the previous evening.

1. Forecast pupil numbers

The budget was based on 139 pupils with the actual reducing as large classes exiting the school are replaced by small reception classes.

The expectation is that there will be 20 pupils in reception although this could be larger.

There are currently 145 pupils on roll with 21 offered places for reception.

We seek to be ambitious with our marketing strategy.

2. Energy and Inflation

The figures are modelled using the indicators from the LA.

The school has historically beaten it's projected carry forward.

Energy and Inflation may have higher costs than expected.

3. Staff

This is the highest cost with the base figures established at national level.

National Insurance has higher costs. The Government have been funding the increase and will continue to do so as part of base funding.

4. Grounds Maintenance

This figure is higher for this year to reflect the need for routine tree pruning.

5. CSCOC grant

CSOC have provided funding for one teacher for the next academic year. This is a one-year grant.

6. Long Term Additional Funding

CSOC and other sources are to be reviewed by the F&P committee.

A Governor asked why the energy cost was recorded as £7k and this remained the same for 3 years.

Chair of F&P confirmed that the figure reflected an increase and without further details the model had been created with the same figure going forward.

The Head confirmed that this will be revised to reflect further increases as they become apparent.

A Governor asked the Head to clarify the Support Services figure. What was the expenditure.

The Head will provide clarification once she has consulted the Finance Manager.

Action: Head to confirm Support Service cost with Finance Manager.

A Governor asked for detail about the reduction in teaching staff by 1.3

Head confirmed: 1.0 Class Teacher reduction 0.3 reduction in Leadership and Management to reflect reduced roll.

A Governor asked for detail about non-teaching supply

The Head confirmed this related to TA costs. The Head is applying for a grant from CSOC to enable a TA to be appointed and therefore reduce supply cost.



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A Governor asked about the limited allocation for ICT as this has been identified as a priority at T&L committee.

The Head confirmed that the additional funding from the Government in support of Covid recovery had enabled the school to purchase 30 x computers. Additional resources from the PTFA have supported ICT improvement and this will be applied for again.

A Capital Funding Grant that goes from the Government to CSOC will also support curriculum development in this respect.

(Sarah Abrey left at this point)

A Governor asked if an increase in pupil numbers will enable the school to create a balanced budget without a carry forward.

Head confirmed that if numbers increase there will be less dependence on a carry forward. The carry forward has historically been higher than projected.

The Chair reminded the meeting that F&P have considered different options that included a reduction in classes to prevent reliance on a carry forward.

The Head confirmed that the decision to create a 5-class model is to provide a positive teacher: pupil ratio and to create space to admit mid-year into all classes.

If 6 classes are full there will be 180 pupils on roll.

Reducing to 5 classes would have limited ability to grow.

(Tom Auld left the meeting at this point)

A Governor asked for confirmation that the pupil premium funding is used for external provision.

The Head confirmed this is membership of local Sports Partnerships and use of external providers.

A Governor recommended that CSOC consider the Government Decarbonization Grant.

Action: AS to send through details of the Decarbonization Grant to Chair of F&P and Head.

A Governor asked the Head to clarify the distribution of curriculum funds with different amounts to different subjects which seemed to lack clear criteria.

The Head responded that the allocations reflected historic allocations and prior spending patterns.

All subjects can seek additional funds from the PTFA.

The Head confirmed that a development will not be blocked on the basis of funding and the staff governor confirmed that all subject leaders are able to request funds from the Head and this is forthcoming.

There was consensus in the meeting that funding should be linked to improvement plans and not on historic patterns.

A Governor suggested that moving forward there should be greater transparency with expenditure on different subjects.



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It was agreed that this would be considered in more detail by the Teaching and Learning committee as subject leader plans with their costs have not previously been considered.

A Governor highlighted those resources are more than hard resources and that human resource supported improvement.

The Head confirmed that expenditure on trips and visits is funded separately. There is also separate funding for training and development. She noted the cost of coach travel is increasing.

The Chair of F&P review of expenditure sums shows evidence of different use of allocated funds with variation in the percentage of funds spent and investment in some subjects.

A Governor requested three year planned subject expenditure.

Another Governor highlighted that she challenged the allocation of subject funds last year and was advised that clarity would be offered.

It was agreed that with increased focus on curriculum that the expenditure should be a focus for the T&L committee.

Action: T&L Committee to consider how to review the costs associated with subject delivery and enable the Governing Body to have more transparency.

A Governor asked why the timeline for communicating the move to 6 classes has not been shared as the information could affect family choice of school.

The Head had confirmed that the communication would take place in May.

The confirmation of reception places is key to the way the classes are grouped.

The Chair of F&P confirmed that the Head did present a scenario where 7 classes are maintained, but this could only be viable for 1 year.

The 6-class model is the most appropriate.

A Governor asked what income has been generated by the PTFA and how this is managed.

The Chair of F&P confirmed that the Vice-Chair F&P has been the link with the PTFA.

The PTFA funds are managed by the PTFA.

The Chair confirmed that PTFA funds are used for improvement activity either curriculum or whole school and are not used for staff costs.

At present the contribution from the PTFA is not known.

The Chair invited the Governing Body to approve the budget for 2022 – 2023.

The budget was approved unanimously.



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5. AOB

The Chair informed the committee that Tom Auld has resigned from the Governing Body from 31st May 2022. The Chair reminded the Governors that Tom Auld had contributed to the Governing Body improvements particularly with Finance and Personnel. He had also led on income generation and will be missed.

6. Date and Time of Next Meeting

Tuesday 5th July 2022 at 6.30 p.m.

The meeting concluded at approximately 18:30 hours

Drafted by: Beverly Jones

Chair

27th April 2022

Approved by The Governing Body on:

Date: 5 July 2022

Signature (Chair):