



Full Governing Body Budget Meeting

Minutes

Wednesday 26 April 2023, 6.15pm online

Please note that advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of Governing Body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them.

Present: Simeon Berends, Hannah Cole (Headteacher), Rev Fi Gwynn, Jackie Holmes, Paul Heugh, Lindsay Jack, Anna Rolfe, Fiona Tough (Chairman),

In attendance: Rachel Dunnage (Clerk); Jakcie Simpson (School Business Manager)

Meeting is quorate: 7/10

	TOPIC	
1.	APOLOGIES: Barry Firth, Laureen Mason, Richard Rowe	
2.	DECLARATION OF INTEREST (<i>conflict and pecuniary</i>) Governors declared no interests in specific agenda items at this meeting.	
3.	<p>BUDGET 2022-2023 & 3 YEAR BUDGET PLAN</p> <p>The Governing Body reviewed the 2023-2024 budget which had previously been fully scrutinised by the Finance Governor, the Chairman and the Headteacher.</p> <p>The School Business Manager (SBM) presented the budget. The SBM and Chairman responded to questions from governors. The Governing Body noted that:</p> <ul style="list-style-type: none"> i. Lettings income has been reduced based on what the school received this year plus a small percentage increase. This income could be increased with targeted marketing and promotion. Simeon Berends agreed to drive promotion of school lettings. ii. There will be a full class of 30 children in September 2023's YrR iii. Additional pupils are joining other years e.g. 2 children will be new to Yr5. iv. Staffing costs are already lean. Senior leaders have had difficulty recruiting for a Special Educational Needs & Disabilities Learning Support Assistant and have inadvertently saved money by being unable to appoint. v. The newly revised contract from caterers, TwelveFifteen, now makes the school responsible for replacing damaged catering equipment and become a 3-year rather than 1-year contract. TwelveFifteen state that they notified schools in November of these changes but the SBM has not been able to find the notification. As she joined the school around this time, it is possible that the mail did not raise any alarm bells with her. Other local schools are in the same position and those in the Godalming area are writing to the company to complain about lack of notification, particularly of the move to a 3-year contract. The SBM would be interested in using the same approach. Clerk to send GLP schools' TwelveFifteen letter to the SBM. vi. The lift inspection invoice was 3 times the quote the Local Authority gave for the inspection. When the SBM challenged this increase, the LA premises team informed her it was because they now charge schools a remedial amount each time, in case they find a fault which needs to be remedied. This is because schools were not correcting the faults found during inspections. Schools 	<p>S Berends On-going</p> <p>R Dunnage May 23</p>

	<p>which do not need to pay for remedial works will have the additional sum reimbursed at the end of the financial year. The Governing Body did not judge this approach to be usual or acceptable.</p> <p>vii. In 31 March 2024 will still be a surplus. In Years 2 and 3 this position quickly becomes worse and both years predict a deficit.</p> <p>viii. Energy costs in period 13 had reached £22k; the budget figure allowed is 50% more at £33k. This percentage increase matched Local Authority advice which was revised down from the November recommendation.</p> <p>ix. During their prior review of the budget, the Finance Governor and Chairman were very conscious that, whilst there are no red flags on year 1 of this budget, the financial position is still extremely tight. The Governing Body must keep focused on marketing the school and increasing lettings income.</p> <p>x. The Hen House, external providers of wraparound care still only pay the school £15 an hour in rent. The SBM has asked the owners to consider making additional contributions. The Governing Body agreed that it is reasonable for the SBM to ask for increased rent given the clear increases in costs that the school is having to meet, not least the increases in energy.</p> <p>xi. The Chairman, Finance Governor and Headteacher will continue to investigate the financial benefits of taking the before and after school clubs in-house. They will bring this investigation back to the Governing Body later in the year. Anna Rolfe confirmed she is happy to support this investigative work.</p> <p>The Governing Body unanimously approved the budget for 2023-2024 as presented to this meeting. The School Business Manager will submit the budget to the Local Authority by the required deadline.</p> <p>The Governing Body thanked the School Business Manager, Headteacher and Finance Governor for all their work on achieving a budget that balances. The Chairman noted that it had been clearest and smoothest budget process in all her years as Chair.</p>	<p>A Rolfe On-going</p> <p>J Simpson 28 Apr</p>
<p>4.</p>	<p>GOVERNORS CAPITAL FUNDING COMMITMENTS</p> <p>The SBM informed the Governing Body that the Diocese had approved the £100k building work programme. The implications of this is that the Governors' Fund must contribute £10k towards the cost of this work. The Governing Body still owes the Diocese £5k from the previously completed capital projects.</p> <p>The Governing Body agreed that it will aim to raise £15k in the 2023-2024 financial year and noted that the previous Auction of Promises had been very successful and raised c£10k each.</p> <p>Clerk to ensure sufficient time to plan how the governor funding required is raised.</p>	<p>Clerk to note</p>

Meeting closed 6.50pm

Chairman's signature: *Fiona Tough*

Date: 17.05.23