



Minutes of the Meeting of Governors
Inkpen Primary School held on Wednesday 24th April 2019

Present:

- Mr M Taylor (MT) Chair**
- Ms. J Kanisius (JK) Head Teacher**
- Mrs J Obin (JO)**
- Mrs E Wordsworth (EW)**
- Mrs S Chandler (SC)**
- Mr C Sanders (CS)**
- Rev M Wilson (MW)**

In Attendance: **Mrs M Tillett (Clerk/BM)**

Meeting started at 6.30pm and closed at 7.25pm

Documents Considered at meeting

- Minutes of 19th March 2019
- Budget Monitoring reports for Main School, Sports & Capital for 2018-19
- Funding Formula 2019-20
- CFR Summary Main School Budget 2019-20
- CFR Analysis By Pupil 2019-20
- CFR Summary Sports Fund 2019-20
- CFR Summary Capital 2019-20
- Anti- Bullying Policy

Tabled Documents

- Head Teachers Monthly Checklist
- Reconciliation of Agresso to FMS
- WB Budget Submission 2019-20

Apologies: Apologies received from Mike Unsworth who advised the Chair & Clerk that due to health he will be stepping aside whilst undergoing treatment. Also from Katherine Hastie who has sent her apologies. The meeting is quorate.

01. Items for Any Other Business:

- Head Teacher Performance Review
- Governor resignation

02. Declaration of Interests in Agenda or Any Other Business:

Governors were asked if they had any interests to declare in any relation to the agenda, or any other business items. No interests were declared.

03. Approval of the Minutes from 19th March 2019

Minutes were reviewed, spelling amendment & then approved by all & signed by Chair.

04. Matters Arising & Review of Outstanding Actions

- SC to hand in photo for Governor board 2 inches x 3 inches- No Longer Relevant
- Revised website action plan to be sent to BM & apt to be made- Completed
- Check warranties for works for the gable end- Company advised a 6 month warranty for the works- Completed
- SWOT analysis meeting & Workshop- Outstanding-Agenda Item at next meeting
- Draw Up Outside area improvements & email to EW- Outstanding
- 360 Degree Review of Chair- Agenda Item at next meeting

05. Budget Outturn Review 2018-19

Schools Main Budget Review

BM reminded Governors that variances of £1,000 & 20% of budget line need to be reported to Governors. Whilst we will have an under spend on T01 Teaching Staff of approx. £10k this is only 5% of the budget line.

There are two lines that do exceed the limits, E15 Water the water bill dispute, this has now been resolved as advised at last month's meeting & E27 Bought in Professional Services as reported at previous FGB as we purchased additional School Improvement assistance.

On the income side we have reduced the PPG income as we only have 4 children who qualified instead of 8, as 3 just missed the Jan deadline & one had concluded the Ever 6 period.

So, in the summary you can see we have a carry forward figure of £28,399, this is up from by £12k the agreed budget for 2018-19 through careful budget management. This is however lower than we expected as we have had a claim back on the Free School Meals of over £2k.

Sports Fund Budget Review is funded for the academic year not the financial so it is always out of kilter but the expenditure has increased due to the playground equipment installation. This budget is showing a small deficit carry forward of £1873 which is not an issue for the school or WB as on 1st April the 2nd part of the funding is due of approx. £6.9k. So this is more a timing issue.

Capital Budget Review figures have changed hugely from the budget that was approved in April 2018 as WB advised me at the point of submitting the SPAR paperwork for the playground that they need to see all the expenditure via the Capital, so funds have been transferred into the Capital account (from Private Fund, Sports Fund, & Donations) and then the bill for the works has been paid from the Capital account. Hence the increase in Income by £10k approx. & Expenditure by £12k.

With the Government's announcement late October that schools will be getting an additional sum of funding for "Extras", were advised that this was to be paid into the Capital fund but this did not arrive until March 19. This takes the final Capital Budget carry forward position to approx. £5,334.

06. Budget 2019-20 for Approval

Main School Budget

School Funding Allocations-BM advised Governors how the budget is calculated, the largest amount of income is from numbers of children £198k and the lump sum of £113k. Thankfully this has not been further reduced which was an area that the School Forum were considering, to balance of the issues within the

special needs area within WB. Pupil Premium has increased this year as we do have 8 children now who qualify. We have had it confirmed that we will have 13 children starting in Sept 2019. We have though just had 3 children leave and as this is the main driver for income we will need to try and increase our numbers on role for Oct 2019. The AWPU (Age Weighted Pupil Unit) is a flat amount over the years of £2,841, however it does increase usually by 1-2%, but this increase has not been included in the budget. We now have 2 children who have an ECHP plan and this income is also not included in the budget as we have not had exact figures for each child as yet.

Q- Governors asked about pupil number having identified that this is a critical driver of the budget. JK advised that the numbers come from the Census in 2018 and we need to ensure that come Oct 2019 for the Census we have maintained or increased the pupil numbers.

CFR Summary Main School Budget 2019-20

This year we have a new Budget system that all local authority schools need to use. Training was given in December 2018, and the basics as in Staff details were loaded by WB and then the BM has amended accordingly. The new system will eventually be used for Budget Monitoring and Salary checking, but that side is as yet not available.

Income as per the above under I08B Inkspots income plus a donation (visualizers) which is a one off, hence it reduces the following year to just Inkspots rental income. I18 is the Free School Meal income; this is an estimate by WB.

Expenditure- This budget has been reviewed by WB School Accountancy and they have checked that it looks "Inline" and that all areas that should be included have been included. Staffing costs have increased slightly as per the Government pay awards **E01** Teachers salaries expenditure increased by £5k, as the schools contribution to the teacher's pension has increased.

On the positive side for the budget **E05** the Admin & Clerical the cost has fallen by £7k as the BM has reduced her hours from April.

Most budget lines are very similar to the outturn of 2018/19, some have small increases due to inflation etc. **E14** Cleaning Contract increase is due to the Govt Min wage which was included in the contract that the school would cover this each year.

E15 has expenditure of £4,800 in this financial year and then drops to £1k per year thereafter, re the water leak etc.

E20 shows a fall of £800 and this relates to the WAN buyback- A year ago we moved the IT support to Protek and we planned to move the WAN but as we were in a contract until Aug 2019 this was not possible at this point. Protek have quoted significantly lower (we will have 5 months with WB & then 7 months with Protek) and thereafter we can make further savings from £4,130 2018/19 cost down to £2850 with Protek, a saving of £1300 per year. Governors approved the move of the Wan to WB.

E22 is increased re the donation and purchase of the visualizers, and in the following years reduces to the 2018 level.

E23 has increased to £3,590 this is the Building Insurance & the Trip insurance that we buyback from WB. Last year the BM did undertake quotes from alternatives but the cheapest was a lot higher than the WB offering.

E27 Bought in Prof Services sees an increase due to School Improvement package the school has bought into.

Some lines have budgets applied but may not need to be spent E.G. **E08** Indirect Employee cost have £1k for recruitment, this may not be needed. **E02**, Supply costs has £2.6k some of this may not be needed.

Outturn position is that the school is planning a surplus budget of £6k in 2019/20 but with the additional income (ECHP plans) and careful management of the cost lines we would anticipate/work towards this being higher. In 2018/19 budget we estimated £17k outturn and as already discussed it is £28k.

However in 2020/21 we are showing that the school will go into deficit by £24k if the carry forward was just £6k, and in 2021/22 a deficit of £66k. BM advised Governors that the budgets always show a substantial deficit in the 3rd year, as costs (staffing) are increasing and income is flat. However throughout the year we will need to continue to monitor and manage the budget carefully.

CFR Analysis by Pupil 2019/20- This report from the new system shows the amount spent per pupil. The variance column should be ignored as the 2018/19 salary costs do not feed through, the other lines do however. This report also shows per pupil and variances for future years.

Q. SC asked about the pupil numbers on the report, and BM advised that numbers are from the funding review and that I do amend the system as & when I am aware of changes.

Sports Fund Budget

Funding for this budget is provided on an Academic year not a financial year, income being paid in Oct & April so the final outturn is showing deficit of £1.8k for 2018/19. You can also see that we had a small deficit of £1,120 carry forward at the end of 2017-18. The additional expenditure under E0621 Equipment Purchase is the 2nd part of the playground which is being undertaken in May half term.

Capital Budget

The extra income from the Govt for the "little Extras" came in at the end of the 2018/19 financial year hence the carry forward of £5k. CE02/K0242 Works not as yet Identified, Governors approved the repairs to the Gable end of Yr3/4 classroom at £2.9k. The plan is still to continue to update the schools computers, but the purchases won't be made until Jan/Feb 2020 when we are nearing the end of the financial year.

BM then asked Governors to approve all of the above budgets, this was agreed by all.

West Berks Budget Submission

Following on from the approval of the schools budgets we need to submit to WB by 30th April so BM has prepared the documents for signing. Chair & Head teacher signed and dated. BM to forward to WB before due date.

07. Safeguarding & Health & Safety Update

MT agreed to act as H&S Governor until the end of the academic year and has been into school and checked & signed the safeguarding report. MT also undertook the Governor H&S checks for 50% of the report. The final 50% will be undertaken in the summer term.

Safeguarding - JK & MT advised there is nothing to report this month

08. Policies for review

Anti-Bullying Policy- Just one amendment is needed to this policy, the removal of the reference to the Family Support Worker. Policy approved and marked on for 2 years.

09. Training & Governor Visit Update:

No training to report however JK reminded Governors that before the next meeting at 6pm she will be cascading the Ofsted Changes to Governors.

10. Any Other Business

- Head Teachers Review- JK asked for a date to be agreed for her 6 monthly review- Date agreed as 14th May at 4.30pm and in attendance will be MT, EW & KH
- Governor resignation- SC announced that she is relocating to the Brighton area and so will be tendering her resignation as a Governor of the school with affect from 25th April 2019. JK asked if she could ask around at Park House school to see if anyone else is interested in becoming a Governor at the school.
- Governors thanked SC for her contribution and wished her well in the future.

11. Date of Next Meeting:

Tuesday 21st May at 6.30pm, however the Ofsted Changes training will be before the meeting at 6pm, all to attend at 6pm.

18/12/2018	MT, JK & EW	SWOT analysis meeting & workshop- Agenda Item in Mays meeting	Outstanding
19/3/2019	JK	Draw up outside area improvements required & email to EW	Outstanding
24/4/2019	BM & EW	360 degree review of Chair to be an agenda item in May	Outstanding
24/4/2019	BM	Submit approved budgets to WB by 30 th April	Outstanding

Approved by Chair of Governors

Mark Taylor
Date.....