



**Governing Body Meeting**  
**Resources/FGB – Budget Discussion & Ratification**  
**Held in the new After School Club building**  
**13 May 2021**  
**Minutes**

**Present:** Mrs D Bedford, Mrs C Brazil, Mrs D Corke, Mr A Corke (Resources Chair), Mr P Cunningham (CoG), Mr K Dobson, Mrs L Gawen, Mr G Huntley, Mr J Mackley, Mr D Redington, Mr M Turner, Miss T Webster

**Apologies:**

**In Attendance:** Mrs S Tiramani (Clerk)

<b>No.</b>	<b>Item</b>	<b>Action</b>
<b>1.</b>	<b>Apologies for absence/Conflict of Interest</b> There were no apologies for absence.  No conflicts arose during the course of the meeting.	
<b>2.</b> <b>2.1</b>	<b>Budget Discussion</b> To discuss and recommend for approval by the FGB, the proposed Budget for 2021/22.  The following documents had been circulated prior to the meeting: <ul style="list-style-type: none"><li>• Budget Report 2021/22</li><li>• 5 year CFR Report</li><li>• 5 year Income/Expenditure Report</li><li>• Comparison of budget set and spent in 2020/21 with new budget for 2021/22</li></ul> With reference to the 5 year CFR Report, TW advised that the school is required to show a balanced budget for 3 years and she is very pleased that this has been achieved.  TW apologised for some last minute changes that had been made to the budget following the initial draft in March. TW ran through these late amendments: <ul style="list-style-type: none"><li>• Budget needed to show where Capital monies left over from last year were to be spent this year.</li><li>• Inclusion of £5,000 sports premium carried forward.</li><li>• Inclusion of potential non-teaching staff pay increase of 2%. Teaching staff pay frozen.</li><li>• Finalised early years pension and pay grant figures included.</li><li>• Increased early years pupil premium funding included.</li><li>• Updated based on actual Nursery pupil numbers for the summer term. It was noted that it is unknown at this stage how much of a clawback there will be in relation to Universal Free School Meals. TW is not expecting this to be a large amount.</li></ul>	

	<ul style="list-style-type: none"> <li>• Expenditure of £2,000 in relation to furniture for the new building included in E19 (Learning Resources (not ICT)), rather than E22 (Administrative Supplies).</li> <li>• E03 includes covid catch costs for 1-1 support.</li> <li>• Premises staff increased to cover extra caretaking hours if needed.</li> </ul>	
2.2	<p><b><i>Q. E27 Bought in Professional Services. The budget was £28,882. Why was expenditure only £24,013?</i></b></p> <p>A. We didn't have to pay for some services as we didn't use them. An increase in budget has been included in 2021/22 due to covid-catchup funding being used for support that wasn't budgeted for last year and the inclusion of an outside professional PE provider, being covered by Sports Premium funding.</p>	
2.3	<p><b><i>Q. Does the premises staff cover the caretaker?</i></b></p> <p>A. Yes.</p>	
2.4	<p><b><i>Q. Is E14 Cleaning and Caretaking, ad hoc expenditure?</i></b></p> <p>A. It covers cleaning materials, contract cleaning etc. Additional caretaking is included in E04 Premises Staff.</p> <p>TW informed Governors that the Caretaker recently appointed had resigned due to employment nearer to his home. Peter, the previous Caretaker, is back helping in the meantime. Appointing someone for only a couple of hours a day is difficult.</p>	
2.5	<p><b><i>Q. Could we share with another school?</i></b></p> <p>A. Unfortunately all schools would need a caretaker at the same times before and after school and so it is not possible to share.</p>	
2.6	<p><b><i>Q. What is the donation of £15,000?</i></b></p> <p>A. This is the FOLS donation to the new building.</p>	
2.7	<p><b><i>Q. What is the deprivation income based on?</i></b></p> <p>A. Based on a lot of different factors, eg demographic of local community etc, although TW has not looked into this in detail.</p>	
2.8	<p><b><i>Q. Is there any possibility we could make use of the apprenticeship levy for an apprenticeship caretaker, Nursery worker?</i></b></p> <p>A. We have used this to obtain level 3 TAs in the past. We have been looking at other opportunities but is difficult as there is a lot of administration involved. A TA could be worth this administration though.</p>	
2.9	<p><b><i>Q. Do we have any TA's wanting to train as teachers?</i></b></p> <p>A. Yes and we are looking at the apprenticeship levy for this. A couple are interested but we would need to be in a position to do this for anyone that wanted to pursue this to go ahead.</p>	

<p>2.10</p> <p>2.11</p> <p>2.12</p> <p>2.13</p> <p>2.14</p> <p>2.15</p>	<p><b>Q. Governors noted that HfL are becoming increasingly expensive with more and more that you have to buy in to. Is this an issue for us?</b></p> <p>A. Not at the moment. It was noted that HfL have a very good reputation and provide services to other areas also.</p> <p><b>Q. Governors noted that all expenses are going up year on year with the exception of Education Support Staff. Why is this?</b></p> <p>A. Some TAs support individual children that will be leaving in future years. TW has added some TAs on a year's contract to allow us to close the gaps quickly for some children. There are 2 extra TAs next year and this may carry on into the next year. Gaps are closing quite quickly but we don't want to be complacent, especially if another lockdown comes in etc.</p> <p><b>Q. Governors noted that the cost of school dinners had gone up? Do we have families that this is causing problems for?</b></p> <p>A. We did give out vouchers during lockdown to those families on Free School Meals. Some parents were contacted by the local church who have been supporting some families all the way through with food parcels.</p> <p><b>Q How many FSM children are there?</b></p> <p>A. About 22 children. Another 6 families are being supported with the boxes. Unfortunately, this is a hidden problem as some may be too embarrassed to say they are having financial difficulties. If we hear anything from the children that may indicate difficulties, we try to discuss with the parent, but we don't want to offend or embarrass them. This also applies to the school journey.</p> <p><b>Q. Have there been a lot pull out of the school journey?</b></p> <p>A. No, those not going are the ones TW thought wouldn't have gone anyway under normal circumstances.</p> <p><b>Q. How has the changing of banks gone?</b></p> <p>A. Very smooth really and in some ways is easier than the previous bank. All Direct Debits transferred over ok. To date, we have not transferred the school fund account over to the new bank.</p>	
<p>3.</p> <p>3.1</p>	<p><b>Budget Ratification by FGB.</b></p> <p>The Chair asked Governors to formally approve the 2021/2022 Budget and this was unanimously approved by a show of hands.</p>	<p><b>2021/2022 Budget approved</b></p>
<p>4.</p> <p>4.1</p>	<p><b>SFVS</b></p> <p>TW reported that the SFVS had been a lot easier to fill in this year. The year end data is input and this populates the SFVS and rag rates areas. The only item identified as red is the Teacher contact ratio. This is due to PPA being covered by other teaching staff and the use of other teachers for French etc. It was noted that AC had reviewed the SFVS in detail.</p>	

<p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p>	<p><b><i>Q. On the Dashboard page under “I am entering data for the year:” it states 2019-20 (financial year). Is the data entered for 2020-21, and if so, can this be amended to state 2020-21 (financial year)?</i></b>  A. TW confirmed that the data was for 2020-21 (financial year) and agreed to amend.</p> <p><b><i>Q It was noted that question 21 comments were blank. AC highlighted that the guidance for this question takes you to the DfE’s Find a Framework of non-staff national deals. It would be worth looking at this to identify if we use any of these deals and commenting accordingly.</i></b>  A. TW stated that we tend to go with where County get the best deals. For other things we obtain different quotes. TW will look at the link and add comments on anything we use.</p> <p><b><i>Q. Have the internet problems from the road been resolved?</i></b>  A. Yes this seems to have resolved itself. We had a problem with our router which has been replaced and this has improved the wifi dramatically. Herts have been very good at supporting us and were calling every day to see how it was and contacting the relevant people.</p> <p>The Chair asked Governors to formally approve the SFVS and this was approved unanimously by a show of hands. TW will add comments to question 21 and circulate to Governors. Governors noted that they were happy sufficient benchmarking is being carried out.</p> <p><b><i>Q. Does anybody at County look at the SFVS?</i></b>  A. The Clerk stated that the County Audit Service have presented to the Clerks’ Network group previously and stated that they do sometimes identify issues in schools from the SFVS and would then go in to audit if deemed necessary.</p>	<p><b>TW to amend</b></p> <p><b>TW to investigate and update SFVS accordingly</b></p> <p><b>SFVS approved</b></p>
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><b>Any Other Business</b></p> <p>Governors expressed their thanks and congratulations to TW for all her hard work on the new building. TW added that she couldn’t have done it without PC’s support and expertise and Governors thanked PC for his contribution. Everyone agreed how lucky we were to have LA Metalworks step in to complete the project.</p> <p>PC added that the building is a properly built one and much better than prefab one originally planned. It is a terrific building and fantastic space. TW stated that it will be used for drama lessons, cooking, D&amp;T etc and take pressure off the hall. It will really help us promote the curriculum, offer more music etc.</p> <p>TW advised that KD has offered to do some forest school work with the children in Owl House and hopefully this can be turned into more of an environmental area now that the new building is in place.</p> <p><b><i>Q. When will the new building be used from?</i></b>  A. The building needs to be signed off by Buildings Control and then we will be able to move in. An official opening with a photographer is</p>	

	<p>planned to cut the ribbon and TW may invite the contractors back to say thank you and also the other companies involved that offered cheaper rates to us to make it more affordable.</p> <p><b>5.5</b> <i>Q. Does the new building have a name?</i> A. It will do. TW has been looking at whether 'LA' can be incorporated into the name as a nod to LA Metalworks but has not come up with anything as yet. The children will be consulted as they came up with the name for the Owl House.</p> <p><b>5.6</b> <i>Q. Any news on the money lost on the previous contractors?</i> A. No. We have been told not to expect anything. County have put it down as a loss due to Covid and therefore if we get anything, it will be a bonus.</p> <p><b>5.7</b> <i>Q. Has the previous contractor started up under another name?</i> A. No but the director has joined another company and asked whether we could use them. TW made it very clear to him that this was not an option.</p> <p>The meeting closed at 8.05 pm.</p>	
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