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**MINUTES of a MEETING of the
 FULL GOVERNING BODY**
 7.00 p.m. in school, Staff room, Wednesday 22 April 2015

Governors Present:

Quorum: 6

<p><u>L.A. governor (1)</u> -</p> <p><u>Headteacher Governor (1)</u> Sue Grundy SG Head Teacher</p> <p><u>Staff governor (1)</u> Catherine Archard CA</p> <p><u>Co-opted Governor (1)</u> -</p>	<p><u>Foundation Governors (8)</u> Luc Agostini LAg Elaine Bardwell EB –vice chair Catherine Coughlan Freda Hughes FH</p> <p><u>Parent Govs (2)</u> Drew Cooper DC (arrived item 66) Louise Harriss LH</p>
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In attendance: Lynden Guiver, Tina Mundy TM (Foundation Observers). Liz Bickley (LB Clerk).

Apologies: Farida Anwar FA, John Forty JF, Anne Pearsall AP, Jane Upham JU. DC had sent apologies for lateness.

Documents for the meeting: see list at end.

Minute Ref.:

1415/

Action

64	<p><u>Welcome and any Declarations of Interest</u></p> <p>EB said that she was chairing as JF was unable to attend today. The meeting was quorate. An attendance form was completed by those present and no governor had a specific interest to declare.</p>	
65	<p><u>Apologies for Absence</u></p> <p>Apologies were accepted from FA, JF, AP, JU and DC (for lateness).</p>	

Signed..... (Chair) Date.....

<p>66</p> <p>66.1</p>	<p><u>Budget 2015 -2016</u></p> <p>Papers had been provided by JF and Vicky Clark, Finance Officer. In their absence, SG presented the budget for Governors' approval, with the support of the Finance Committee governors.</p> <p>Papers tabled were</p> <ul style="list-style-type: none"> • Last year's budget which also predicted the next two years but many changes affected future years • 2015-2016 proposed budget • Comparison table, allowing changes between last year and 2015-16 to be identified and discussed; SG had more information about these, in order to answer questions, following discussions with Vicky. <p><u>Key points</u></p> <p>Our income was down in 2015-16. This was due to a drop in Pupil Premium (PP) income. Parents were not registering children as much for Free School Meals which triggered PP. SG had put a reminder in the Newsletter; CC had posters at the Job Centre to remind families. (DC arrived)</p> <p>Expenditure was predicted to be higher than Income in 2015-16. However we had a sum of £58,978 carried forward from 2014-15 which was more than enough. At the end of 2015-16 the predicted carry forward was £39,081. Governors noted the way the Local Authority (LA) monitors carry forward – if it was over 8% of the budget it could be clawed back but we were not at this level. SG said it was fortunate that we had a carry forward sum, to help balance the books in the current situation.</p>	
<p>66.2</p>	<p>Expenditure items especially variations from last year were discussed by governors. Governors questioned the arrangements for:</p> <ul style="list-style-type: none"> • Staffing when children had a statement of SEN –SG explained that the first 15 hours were not covered by the SEN funding • Cleaning staff pay levels –checking that they had not reduced • Energy bills were reduced by £5k –why so much? This reflected bills which had been expected that had not materialised <p>Learning Resources (E19) had been higher in 2014-15 for the Library project. However subject and class budgets would be higher than last year.</p> <p>IT (E20) –we would need a new server this year but expenditure was lower than last year when there had been a big investment in new hardware to support the delivery of new curriculum.</p> <p>Catering (E25) –school meals income (from families' payments) was</p>	

Signed..... (Chair) Date.....

	<p>not yet in the budget for 2014-15.</p> <p>Absence – Agency supply teachers (E26)–some costs from 2014-15 would be covered by insurance claims.</p>	
66.3	<p>A letter had been received this week about VAT on capital building projects. (Educational supplies were VAT free). Some projects at St Michael’s had been assumed VAT-exempt, but following a review by HMRC this had been changed.</p> <p>Now £6756 was owed by school to the LA, with reference to fencing, climbing frame, playground improvements. Governors asked about the process and the rules which had been invoked to justify this change. The decision to bill the school for this sum followed an HMRC audit of the LA. Governors recognised that Finance Officers at school had initially tried to ensure that the projects were exempt – it had been thought to be a grey area. The deciding factor was whether the goods could be reclaimed for reuse by the LA. Had other schools been affected? SG said that Finance Officer attended schools’ partnership meetings where no doubt the issue had been discussed.</p>	
66.4	<p>EB asked governors to decide on the proposed budget. Governors ACCEPTED the budget as set out.</p> <p>Governors thanked the Finance Committee and staff at school especially Vicky for their work on the budget.</p>	
67	<p><u>Date and time of Next Meeting</u></p> <p>Meeting of FGB on Weds. 13 May 2015 at 7pm.</p> <p>Social gathering on 29 April at 7pm, Victoria Arms Old Marston</p>	
68	<p><u>Other Business</u></p> <p>TM thanked those who had attended the pond working party - much progress had been made.</p> <p>Governors Newsletter – May 2015 – Jane was link governor.</p> <p>June – Freda offered.</p>	

Meeting ended at 7.40 p.m.

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ESB 1May 2015

Approved and accepted

By..... (Chairperson) Date.....

Signed..... (Chair) Date.....

Documents for the meeting

a)

Agenda 22.04.15

Attendance list and declarations

(Dropbox 14/04/15)
tabled

b) Reports

- 2014-15 Budget Forecast by CFR level (3pp) Dropbox 15/04/15
- 2015-16 Budget Forecast by CFR level (2pp) Dropbox 15/04/15
- Table of expenditure items E01 – E28 showing 2014-15 budget, actuals and 2015-16 proposed with % diff Dropbox 15/04/15

- Table of expenditure items E01 – E28 showing 2014-15 budget, actuals and 2015-16 proposed with % diff and comments Dropbox 22/04/15
- Table of Income 2015-16