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**Minutes of an extraordinary meeting of the Full Governing Body
 Thursday 26th April 2018 at 7pm at the school**

The meeting began at 7.07pm

Item	Discussion	Action
	<p>Present: Catherine Archard (CA) Staff Governor Elaine Bardwell (EB) Foundation Governor, Chair Chris Brewer (CB) Parent Governor, Vice Chair Catherine Coughlan (CC) Foundation Governor Hal Drakesmith (HD) Foundation Governor Lynden Guiver (LG) Foundation Governor Freda Hughes (FH) Foundation Governor Tina Mundy (TM) Foundation Governor Rosalind Owen (RO) Head Teacher</p> <p>Apologies: John Forty (JF) Local Authority Will Hogg (WH) Parent Governor</p> <p>Absent: Karen Olliver (KO) Foundation Governor</p> <p>In attendance: Leila Brown, LA Clerk Kaye Devine (KD) Finance and Resources Manager at the school Anne Pearsall (AP) Previously a Foundation Governor, term of office recently ended and seeking a further term of office.</p>	
1.	<p>Welcomes and declarations of interest EB welcomed all to the meeting. There were no interests declared. The meeting was quorate.</p>	
2.	<p>Apologies Apologies had been received and were accepted from JF and WH.</p>	
Governor questions and challenge highlighted in italics		
3.	<p>Budget 2018/19 RO drew governors' attention to two documents that had previously been made available on GovernorHub and were provided as a paper handout at the meeting.</p> <p>Governors first looked at <i>Schools BPS</i>, containing an overview of what the school</p>	

Signed (chair) Date
 LB, Clerk. St Michael's, Marston eFGB 26-04-18

had budgeted for the new financial year through to March 2019, and projecting future budgets beyond that for the next two years. RO noted that the government had introduced a new funding formula, under which the school had gained a sufficient amount of money to be capped by a small amount this year. The budgeted amount for the Pupil Premium grant was based on eligibility of pupils in the school as of January 2018 and the Sports Premium grant had been doubled for the next few years by government. Additional income came from rental income from the church and pre-school, bringing total projected income for the forthcoming year to approximately £864,000. RO noted further monies into school included donations from parents and payments for school meals. RO explained more income would come in through the year and be looked at by the Finance Committee.

Governors noted that the school was not a registered charity so parental donations could not be gift aided, but that the school PTA was a registered charity. RO also noted that a Special Purposes account existed with money in it that was not included in the budget in front of governors, and a Capital Projects account existed with the diocese. The uncommitted revenue balance of £71,000 was an underspend from accumulated years. RO noted a degree of flexibility in the budget.

Why was the Special Purposes account not included as part of this budget?

KD noted this was traditionally the case, but it had been discussed by the Finance Committee as to whether to close the account and transfer the money elsewhere. KD noted that as this would affect any carry forward it was not a good idea this financial year. The school could not claim VAT back on things spent on from the Special Purposes account. The account was audited, but not submitted to the LA. KD noted the school had some tentative plans for spending the money in the account, or a gradual reduction of the monies in there. Governors noted that money in the account could be used if, for example, the PP grant went down in any particular year. Governors noted that the money should be spent on the children at the school rather than accumulating indefinitely in the account. RO noted the decreasing number of children feeding through into reception year in local city schools, and that some local schools would be a third down in their numbers this year in the reception class. Governors noted that this could affect the school's budget in the future and they should therefore be cautious because of this in keeping sensible funds in reserve.

RO noted the new budget projected a £3,000 overspend. Some movement was to be expected, for example on insurance premiums and utilities bills.

KD noted that the school received additional income for children with special needs and governors agreed that the school could not always know in advance all income, but budgeted on what was known.

Cost centres were listed for each category. RO noted the school had looked at actual expenditure over the last year and been very careful about what had been

included under each cost centre for the new financial year. RO noted that staffing costs were the biggest portion of the budget, and traditionally made up 80% of costs in schools. The school had been clearer on budgeting on dinner ladies and RO drew governors' attention to the £10,000 budget for staff training which included an element of recruitment and retention. Budgeting for rates had also been included, and these had gone up. KD noted the school would have to fund the first £500 due to be paid by the Catherine Wheel Centre. The council had also charged for three years of rates arrears on the centre which KD was following up. Other Occupation costs included £9,000 spent on premises work that hadn't been paid last year. Expenditure in this cost centre then dropped the following couple of years. RO noted that Catering Supplies was a purely an administrative charge paid to the School Dinner Company by the school. The provision of the food was cost neutral to the school. RO noted the deficit for this financial year that increased over the second and third years, but noted these figures would certainly change moving forward.

Cost centre E20 on IT expenditure was projected to go up: why was that?

RO noted this was due to the school needing to replace laptops and a server.

The projected deficit was going up year on year: was this not a concern?

RO noted the school did anticipate getting more income across the year and noted that historically these deficits didn't happen. EB noted the school built them in to reduce the carry forward. RO noted that there had been no drop in pupil numbers built into the budget, but the projected wage increases for teaching and support staff had been built in.

What was the source of the carry forward?

RO noted that the school looked at the carry forward from last year, looked at the actual income and actual expenditure based on reports, and this got taken off the carry forward from the previous year. Governors noted that the carry forward was historical.

There were no further questions on the Schools BPS.

RO drew governors' attention to the second handout, a comparison of the budget against actuals and variances for the financial year that had just ended. Governors noted the helpful notes to clarify spends where there had been big differences. EB noted the school was meeting all its expenses.

Line E25 (Catering Supplies) showed the difference between budget and actual costs was £30,000. The notes didn't quite explain the big difference.

RO noted the school had paid more to Carillion who had run the catering. The school had been more focused this year on where this money was coming from: either from the parent paying, or from FSM money. The school only paid an administrative charge of £5,000 otherwise.

Line E16 (Energy Charges): did the school have to use the supplier that the LA told

	<p><i>them to?</i></p> <p>Yes, the LA negotiated with energy companies to get lower rates. But KD noted there was a different electricity supplier to the Catherine Wheel Centre and the school was still trying to get a bill for usage from them.</p> <p><i>Line E13 (Ground Maintenance): The school had spent less on ground maintenance than budgeted for. Why?</i></p> <p>The school had used a cheaper company, but RO noted it had budgeted for the same amount as last year for this year, as a recent Health and Safety inspection had advised of the need to do some work on trees adjacent to play equipment to make them safe. Governors noted this should involve pruning the tree in question rather than removing it.</p> <p>There were no further questions.</p> <p>Governors agreed to approve the budget as presented to them. EB would sign it off and the school submit it to the local authority.</p>	
4.	<p>Close and date of next meeting</p> <p>FGB meeting Tuesday 8th May, 7pm at the school</p>	

The meeting finished at 7.43pm