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**Minutes of an extraordinary meeting of the Full Governing Body
 Monday 29th April 2019 at 7pm in school**

Item	Discussion	Action
	<p>Present: Elaine Bardwell (EB) Foundation Governor, Chair Chris Brewer (CB) Parent Governor, Vice Chair Lynden Guiver (LG) Foundation Governor Will Hogg (WH) Parent Governor Freda Hughes (FH) Foundation Governor (and minutes) Simon Jones (SJ) Co-opted Governor Tara Lynch (TL) Parent Governor Rosalind Owen (RO) Head Teacher Anne Pearsall (AP) Foundation Governor Lydia Robinson (LR) Foundation Governor George Southcombe (GS) Prospective Foundation Governor</p> <p>Apologies: Judith Davies (JD) Staff Governor Hal Drakesmith (HD) Foundation Governor Tina Mundy (TM) Foundation Governor</p> <p>In attendance: Kaye Devine (KD) School Finance and Resources Manager Catherine Archard (CA) Deputy Head</p>	
1.	<p>Welcome 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 HD, JD, and TM.</p>	
3.	<p>Budget 2019/20 RO drew governors' attention to two documents that had been made available on GovernorHub.</p>	

Governors looked first at the 'Budget vs Actuals' handout: a comparison of the budget for 2018-19, the actual spending in 2017-18 and 2018-19, and the proposed budget for 2019-20, with % details of the differences, plus explanatory notes.

Our budgeted income for 2019-20 is approx. £43.5k less than in 2018-19. Staffing costs have gone up and are now 85% of the delegated budget – an unsustainably high figure (80% would be manageable).

We have an underspend of £111k, which is high, but we will need to use some of it.

The following comments were made on specific entries in the spreadsheet:

Expenditure

- E10 Supply teacher insurance for 2018-19 was largely paid in 2017-18
- E12 The sum for building maintenance for 2019-20 is lower and assumes that some funding will come from the Diocesan Capital Account
- E16 Energy costs have risen a lot and need investigation; perhaps consider solar panels?
- E18 Other occupational costs look lower as some one-off costs in previous years have been removed
- E19 Funding for curriculum professional support has been moved from here to E27
- E20 Computing costs have been increased to cover replacing two interactive whiteboards
- E25 Only catering supply costs which are known are now listed here (School Lunch Company's administrative charge, milk)
- E26 (E02) Agency supply teachers can be of variable quality so £5k has been moved from this budget to E02, which covers supply teachers and 1-1 tutors whom we know

Income

- 101 Proposed funding from the LA is lower than both proposed and actual in 2018-19
- 103 This is funding for a child with an EHCP
- 105 Pupil Premium income has fallen significantly as very few pupil premium children are coming into school (free school meals are becoming harder to claim)
- 108 Proposed income from rents is modest in 2019-20

Staffing costs have increased as the staff are expected to remain unchanged and many are high up the paycales.

Ten additional office hours have been built in and ten hours TA time currently in Reception removed (Reception needs for 2019-20 are not yet known).

Governors then looked at *Schools BPS*, containing an overview of what the school had budgeted for the new financial year through to March 2020, and projecting future budgets beyond that for the following two years.

	<p>Page 10 provides a summary of revenue balances. All three years show a significant overspend (£29k in 2019-20, £40k in 2020-21, £46k in 2021-22) which we will only be able to meet by using our current £111k underspend.</p> <p>Pupil Premium funding is expected to be very low by year 3 and cuts will have to be made (e.g. no 1-1 tuition, less speech and language support, fewer support staff hours).</p> <p>There are unknown factors which are hard to budget for, including Brexit, visiting academics whose children may only attend for a year or so, and housing costs in the area.</p> <p>A governor asked why a detailed budget for year 3 had to be drawn up: the LA requires a balanced budget to be presented for three years or the budget won't be accepted. However the year 3 figures in particular are often estimates and can have changed significantly by the time the year comes round. The most important year is year 1 (2019-20).</p> <p>In 2019-20 we will sustain a significant loss but thanks to our buffer we can accommodate it.</p> <p>EB expressed thanks to the entire budget team, especially KD.</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 FGB meeting Thursday 16th May, 7pm in school</p>	

The meeting finished at approx. 7.40pm