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**Minutes of an Extraordinary virtual Meeting of the Full
 Governing Body
 Thursday 30th April 2020 at 7pm**

Due to COVID 19 virus, virtual meetings will be held for the foreseeable future.

The meeting opened at 7pm

Item	Discussion	Action
	<p>Present: The Rev. Elaine Bardwell (EB) (Foundation), Chair Chris Brewer (CB) (Local Authority), Vice Chair Hal Drakesmith (HD) (Foundation) Lynden Guiver (LG) (Foundation) William Hogg (WH) (Parent) Freda Hughes (FH) (Foundation) Simon Jones (SJ) (Co-opted) Tara Lynch (TL) (Parent) Rosalind Owen (RO) Head Teacher George Southcombe (GS) (Foundation)</p> <p>In attendance Kay Devine (KD) (Business Manager), Judy East (JE) LA Clerk</p>	
1.	<p>Welcome, apologies and quorum EB welcomed everyone and opened the meeting at 7 pm.</p> <p>An apology for absence was received and accepted from Barbara Smith (Foundation). Lydia Robinson (Foundation) is on maternity leave.</p> <p>Catherine Archard (Associate Member) and Judith Davies (Staff) were not present.</p> <p>The meeting was quorate.</p>	
2.	<p>Declaration of any urgent business None declared.</p>	
3.	<p>Declaration of business/pecuniary/other interests in agenda items</p>	

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Signed Date

	None declared. The Register of Interests in on the website.	
4.	<p>Budget 2020-21 KD presented the 2020-21 Budget (on Governor Hub). KD met with RO and Mike Naylor, HCC Finance Adviser, on 29th April and the Budget was revised in the light of Mike’s comments.</p> <p>Line 101, Revenue Income, is money from the LA and now includes Teachers’ Pay Grant in Y1 and Teachers’ Pension Grant in Years 1-3 which the school had not been aware of.</p> <p>Line 103, is funding for children with EHCP.</p> <p>Line 105 is Pupil Premium, which is calculated on current children and leavers over the next 3 years.</p> <p>Line 107, Other Grants & Payments Received, is based on what the school received last year from the Government and not yet drawn from the Church account. Items that were allocated to be a paid for from the £10k and £7k shown here were paid for in 2019-20 financial year, so these monies will be put towards 2020-21 refurbishment and buildings projects.</p> <p>Line 108, Income from other Facilities, After School Clubs, etc. – After School club is calculated by the number of children and number of sessions. General Lettings is income received from letting the school to Church on Sunday mornings. The final item in Line 108 is the amount for statutory redundancies.</p> <p>Line 110 – Receipts from Supply Teacher Insurance Claims – at the moment there are 2 claims and the school will be receiving £1600. Maternity leave payments agreed at 2 x £3500 and 1 x £2100 are due for payment in financial year 2021/22.</p> <p>Line 112 – income from trips/visits which parents have contributed towards. 2020/21 is lower because Woodlands Residential is already paid for, but will now take place in 2021.</p> <p>Line 113 – Donations – money received from the PTA, which we know we are going to get and additional fund raising for security cameras.</p> <p><u>Revenue Income</u> Line 118 is the Sports Premium, c.£11K is allocated to pay for sports coaching, remainder allocated to fund improvements to equipment and grounds.</p> <p><u>Revenue Expenditure</u> Line E01 – Staff salaries account for 86% of delegated funds and 75% of projected total income.</p>	

<p>Line E02 is Supply Staff including 2 experienced teachers used for 1:1 tuition in Year 6. We are thinking of getting them to work with younger children where need is obvious when school re-opens.</p> <p>Line E03, Education Support Staff</p> <p>Line E04, Premises Staff</p> <p>Line E05 is KD and JD and includes some overtime, + 10 hours per week for an Office Junior it is hoped to recruit. RO added that she has put in some extra money to upgrade JD and KD.</p> <p>Line E07 is Lunch-time Supervisors – one has resigned and it has been decided not to replace her but instead to use existing TAs and SLT to cover any shortfall.</p> <p>Line E08 – Staff advertising. Also staff are allowed to claim expenditure when going on courses. The last item is for Christmas Lunch.</p> <p>Line E09 – Staff Development & Training.</p> <p>Line E10 – Supply Teacher Insurance, the cost paid to cover staff sickness: all teachers and the Nursery Nurse are covered.</p> <p>Line E11, Staff Related Insurance, is based on what the school has paid out this last financial year.</p> <p>Line E12 – Building. It is hope to refurbish the Hall (£5K) and £5K has been allowed to correct issues found in the water risk assessment including converting water in Catherine Wheel Centre (CWC) to mains. A quote for this work is being sought. Some money has been allowed for repair and extension of fence around CWC.</p> <p>Line E13 is Grounds Maintenance.</p> <p>Line E14 – Cleaning & Caretaking – is based on last year.</p> <p>Line E15 – Water & Sewerage; water is metered and cost is based on 2019 analysis but the school will be changing to a new company (which OCC arranges).</p> <p>Line E16 is Energy – Gas & Electric costs.</p> <p>Line E17 – Business Rate – funding is allocated in delegated funds.</p> <p>Q. <i>Was there no reduction of business rates under the Government scheme?</i></p> <p>A. Not that we have heard. If our bill goes up more than £500 they will contribute the amount over and above £500. If it goes down significantly, the money will be clawed back.</p>	
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Line E18 – Other Occupation Costs – we pay to hire the swimming pool – this was down a bit this year because swimming unlikely to resume before September. Refuse collection is based on what we paid this year. At the moment collection is on hold until further notice so we should spend less. Security costs high this year only to account for purchase of security cameras. H&S checks on boilers, drains etc. £4k provision has been made in 2022/23 to renew water hygiene RA and hardwire testing.

Line E19 – Learning Resources - £500 has been allowed to repair PE equipment and £2K to improve furniture, also £3600 for books. Class and subject budgets are included here. Subscriptions have been paid to a range of companies. £800 is the cost of photocopier hire.

Line E20 – ICT – The school will be moving to Google Classroom which will mean the server does not need to be replaced. £1K has been allowed to move to Google and £1400 pa has to be paid to RM Integrus. Licence fees have to be paid for GDPR and Sophos. Provision in subsequent years is for replacement of laptops.

Line E22 is Admin. Supplies which includes printing costs.

Line E24 is Special Facilities which includes cost of coaches for swimming and trips. Internal recharge for other expenditure covers DBS checks (£45) which have to be renewed. School also pays to be in The Cherwell Partnership.

Line E25 – Catering Supplies – cost neutral, admin cost detailed here, but not cost or income from meals provided, this is very difficult to estimate given uncertainty over current school closure.

Line E26, Agency Supply Staff - £1K has been allowed if we have to cover a teacher. £29,200 allowed for Brought in Professional Services – PE Coach, Emotional Support work, Speech Therapy and volunteer Arch Readers.

Line E28 – Brought in Professional Services (Other) – includes the amount we pay to the Diocese, HT Appraisal and Well-Being Survey, also buy-back from Hampshire for HR, H&S, Governor Services, Finance support at Abingdon and Early Years Toolkit.

Revenue Balances

Although c/f from 2019/20 is over 8%. Mike thinks it's unlikely the school will be penalized for this. **RO** said the biggest cost is salaries and the c/f could be very useful when school re-opens to buy in extra staffing to help children who need it, adding that the boiler may have to be replaced in the next few years.

EB commented that it is clear school is spending money in the right areas.

	<p><i>Q Has the water been tested for bacteria?</i> A. It wasn't tested but was done 6 month's ago and was OK. Resources Committee are taking forward.</p> <p>KD pointed out that for the first 3 years school will still be in credit but the position could change in Years 4/5.</p> <p>EB thanked KD for her report and for all her work.</p> <p><i>Q. When you refer to Abingdon what do you mean?</i> A. We have Shared Services with Hampshire County Council and the finance team is located in Abingdon.</p> <p><i>Q. Has the £7K already been spent, or just the £10K?</i> A. This expenditure was planned for and made in 2019-20, but the money allocated was not drawn from the Diocesan account. The £17k involved will be used to help pay for building costs in 2020-21.</p> <p>Referring to the spreadsheet, KD said that Governors can compare what school though would be spent last year and what was actually spent. The spreadsheet provides information in figures and percentages.</p> <p><i>Q. Have any maternity cases differed because of the closure?</i> A. No. If school re-opens before summer term ends we will need to cover the first maternity leave with a supply teacher.</p> <p>Governors were asked to put any questions about school closure on Governor Hub, which could be answered in RO's Headteacher Report for next FGB. The FGB Agenda will focus on school closure and how things have gone and looking forward, also Safeguarding.</p> <p>Governors approved the Budget.</p>	
5.	<p>Date of next meetings : <u>FGB Meetings</u> 14th May 2020 2nd July 2020</p>	

The meeting closed at 8 pm.