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**Minutes of a Virtual Extraordinary Meeting of the Full Governing  
 Body  
 Wednesday 28<sup>th</sup> April 2021 at 7pm**

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

Item	Discussion	Action
	<p><b>Present:</b>            The Rev. Elaine Bardwell (EB) (Foundation), Chair            Chris Brewer (CB) (Local Authority)            Judith Davies (JD) (Staff)            Lynden Guiver (Foundation)            Hal Drakesmith (HD) (Foundation)            William Hogg (WH) (Parent)            Freda Hughes (FH) (Foundation)            Simon Jones (SJ) (Co-opted)            Tara Lynch (TL) (Parent)            Rosalind Owen (RO) Head Teacher            Lydia Robinson (LR) (Foundation)            George Southcombe (GS) (Foundation)            Catherine Archard (CA) Deputy Head Teacher (Associate Member)</p> <p><b>In attendance:</b>            Kaye Devine (KD) (Finance Manager), Judy East (JE) LA Clerk</p>	
1.	<p><b>Welcome and Declarations of Interest</b>            The meeting opened at 7 pm. <b>EB</b> welcomed Kaye Devine to the meeting.</p> <p>There were no declarations of Interest. The Register is on the Website.</p>	
2.	<p><b>Apologies for Absence</b>            There were no apologies for absence.</p> <p>Barbara Smith (Foundation) was not present.</p>	
3.	<p><b>Budget 2021/2</b></p>	

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 Signed ..... Date .....

**KD** reported on proposed 5-year budget scenario

- Staffing : Scenario is based on appointment of external Deputy Head, which was confirmed earlier in the week. Staffing as a percentage of delegated funds for 2021/22 is projected to be 93%, which is significantly higher than 85% in 2020/21. RO proposed that this level, though unsustainable in future years, was an acceptable risk given the need for high staffing levels to support children after a year of disrupted learning.
- Funding : £823K OCC delegated funds is an actual reduction on last year. Funding from other sources is also projected to decrease next year and in subsequent years, e.g. Pupil Premium funding. Overall income projection for 2021/22 is 7% down on 2020/21.

*Q. How many pupils are you expecting next year?*

A. 27-28 in Reception class, and pupil numbers in other classes across the school are down, reflecting the reduced number of children coming into Oxford. 27 children in Reception is reasonable in comparison with numbers in some other city schools. We expect 20+ places to be unfilled across the school next year.

*Q. Why has £22,600 of allocated Pupil Premium funding not been spent?*

A. Some of support services we would normally use have been partially suspended during school closure and payment for trips and other enrichment activities have been much reduced.

*Q. But £34K is the allocation for Pupil Premium in 2020/21, so £22k is a lot of money not to have been spent.*

A. True, this reflects the extent of services that we were not providing during lockdown but also that other activities have not taken place because of covid restrictions. There is still a full term of the school year to go and support services are beginning to return to normal.

*Q. Are any attempts being made by the Government to recoup Pupil Premium money not being spent?*

A. Not that we are aware of. Also a number of children who are currently eligible for Pupil Premium will not be funded next year because of the Government's decision to base funding on pupils in the school in October 2020 rather than January 2021.

- Facilities and Services : Client contribution is projected income from SMASH – this is a conservative estimate. Not many children are coming to Breakfast Club at present, and school is covering the cost for some families for specific circumstances. Lettings income is only from the Sports Club at the moment. Church use of school premises is suspended while current covid

	<p>restrictions remain in place. Rents covers income from Pre-School.</p> <ul style="list-style-type: none"> <li>• <u>Teacher sickness</u> : £9600 claim to be paid for Maternity Leaves, who are returning in June.</li> <li>• <u>Trips/Visits etc.</u> : Residential is assumed to be cost-neutral.</li> <li>• <u>Donations</u> : Figure is based on known and assumed donations from the PTA and other actual sources.</li> <li>• <u>Additional grants for schools</u> : Catch-up funding from Government is a one-off for this year. Sports Premium is received in instalments throughout the year. Any 2020/21 funding not spent because of Covid restrictions is ring fenced and will be spent in 2021/22.</li> <li>• <u>Staff Pay</u> : Teachers' pay goes up every year. An allowance has been made for an inflationary rise, probably 3%. Support Staff figures are calculated separately. £4K has been allowed for Supply Teachers. Extra money has been allowed for cover-teaching and planning. Additional funding allowed for lunch cover, as each class continue to need supervision at lunch time.</li> <li>• <u>Parking Permits</u> : These are getting more expensive and we are looking at having more hard-standing at the front for cars, too costly at present.</li> <li>• <u>Training</u> : £4K has been allowed this year but has been reduced for future years – on-line training is generally cheaper.</li> <li>• <u>Supply Teacher Insurance</u> : It is important to ensure there is good cover, and a rise has been allowed for. Other insurance premiums have reduced significantly.</li> <li>• <u>General Maintenance</u> : Reflects usual annual expenditure. We continue to maintain the building in good order. We plan to spend on additional resources for Year 1 and Reception outdoor areas in 2021/22.</li> <li>• <u>Grounds Maintenance</u> : In line with past expenditure.</li> <li>• <u>Cleaning</u> : £4K has been allowed for cleaning materials in line with additional Covid-19 related expenditure. Projected contract cleaning costs are also higher because of Covid-19 and Caretaker's reduced cleaning duties.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• <u>Water</u> : More water is being used because of increased hand washing. The cost might be less if the OCC moves to another provider.</li> <li>• <u>Electricity/Gas</u> : The same has been allowed as for last year.</li> <li>• <u>Business Rates</u> : This is the actual cost.</li> <li>• <u>Hire of Indoor Facilities</u> : Cost of swimming, which it is hoped will soon resume.</li> <li>• <u>Refuse &amp; Disposal</u> : In line with expected expenditure, though costs were lower in 2020/21 because of partial school closure.</li> <li>• <u>Security</u> : No change.</li> <li>• <u>Premises</u> : Cost includes main Health and Safety checks and servicing.</li> <li>• <u>Furniture</u> : Expenditure planned for Year 1 and SMASH.</li> <li>• <u>Books/CDs</u> : Additional £1k expenditure in 2021/22 to upgrade KS2 reading scheme.</li> <li>• <u>Educational Supplies</u> : Move to central purchasing of classroom supplies is proving more cost effective.</li> <li>• <u>Subscriptions</u> : Cost is currently relatively high, we will be looking at where savings can be made for the future.</li> <li>• <u>Day Activities</u> : In line with previous pre-Covid expenditure. Subsidised by PTA and parent contributions.</li> <li>• <u>Residentials</u> : Provision made to refund Year 6 parents if residential cannot proceed.</li> <li>• <u>ICT Learning Resources</u> : £2K has been allowed for staff laptops. IT software and services costs remain in line with previous expenditure.</li> <li>• <u>Premises Insurance</u> : Purchased through OCC.</li> <li>• <u>Transport for School Activities</u> : 2021/22 expenditure based on limitations because of Covid-19, expenditure in subsequent years will be adjusted as possibilities for travel return.</li> <li>• <u>Catering</u> : Reflects administrative charge for School Lunch Company only.</li> </ul>	
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- Supply Teachers : Covers current planned costs.
- Hire of Direct Services : Includes Diocesan Service Level Agreement.

Summary

We are expecting to have underspends of £105K to carry over into 2022/23, £56K to carry over into 2023/24 and an overspend of £5k in 2024/25. This should mean that the budget will be approved.

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*Q Looking at the bottom line, we seem to have a fairly consistent underspend every year ....*

A. We tend to spend our annual income every year and maintain an underspend which facilitates a balanced budget over 3 years.

**CB** pointed out that planned expenditure is extremely conservative but that caution is necessary given projected reduction in funding.

*Q. What purpose does the County model serve – why do we have to have that model?*

A. We don't know, but they've used this system for as long as KD has been Finance Manager.

*Q. How are we managing unspent government grants?*

A. Approximately £60k of unspent funds are ringfenced for Pupil Premium, Sports Premium, Catch-up, school meals and residential. These monies were not spent in 2020/21 and will be apportioned to the relevant areas in 2021/22. For example, part of the catch-up funding will be used for the 3 teachers returning from maternity leave to work with the children most negatively affected by lock-down.

*Q. £105k projected underspend for 2021/22 is possibly too much – how do we ensure that this is not clawed back?*

A. Resources Committee advocates prudent financial management. We traditionally maintain this level of underspend, while spending all our income. 2020/21 is the first year that we have not spent our full income, but we are not alone in this especially given the unprecedented circumstances over the past year. **EB** said that investment in staff is central to our Catch-up strategy. **RO** added that it's important to remember that projected income for 2021/22 is 7% down on last year.

*Q, After School Club Income – do we expect it to come back?*

A. We would expect and hope to for this to pick up as Covid restrictions relax and more parents go back to their workplaces.

Governors approved the Budget. **EB** thanked **KD** and Resources Committee for all their work in preparing the budget.

	Noted that <b>KD</b> and <b>EB</b> will meet next Tuesday to formally approve the budget.	
4.	<b>Date of Next Meetings</b> Thursday 27th May at 7 pm	

The meeting closed at 8.17 pm