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**Minutes of a Virtual Extraordinary Meeting of the Full Governing  
 Body  
 Wednesday 27<sup>th</sup> April 2022 at 7pm**

| Item | Discussion   | Action |
|------|--|--------|
|      | <p><b>Present:</b><br/>           Caroline Armitage (CA) (Parent)<br/>           Chris Brewer (CB) (Local Authority)<br/>           Hal Drakesmith (HD) (Foundation)<br/>           Freda Hughes (FH)(Foundation)<br/>           Simon Jones (SJ) (Co-opted) (Acting Chair)<br/>           Matthew Lindars (ML) (Staff)<br/>           Carinne Piekema (Foundation)<br/>           Rosalind Owen (RO) Head Teacher<br/>           Lydia Robinson (LR) (Foundation)<br/>           Barbara Smith (BS) (Foundation)<br/>           George Southcombe (GS) (Foundation) - part</p> <p><b>In attendance</b><br/>           Kay Devine (KD) (Finance Manager), Judy East (JE) LA Clerk, Emma Martin (EM) (Associate Member)</p> |        |
| 1.   | <p><b>Welcome and Declarations of Interest</b><br/>           The meeting opened at 7 pm.</p> <p>There were no specific declarations of interest; the Register is on the Website.</p>  |        |
| 2.   | <p><b>Apologies for absence</b><br/>           Apologies for absence was received and accepted from The Rev. Elaine Bardwell (EB) (Foundation), Lynden Guiver (Foundation), Tara Lynch (Parent)<br/>           The meeting was quorate.<br/>           In the absence of the Chair of Governors, it was agreed that Simon Jones would chair the meeting.</p>   |        |
| 3.   | <p><b>Budget 2022/3</b></p>  |        |

**KD** presented the Draft Budget, referring to the Budget Forecast by Ledger Level for the three years 2022/23 to 2024/25 which had been provided on GovernorHub prior to the meeting.

**INCOME**

I01 - Funds Delegated by the LA : An extra £25K has been allocated to help cope with the NI increase, increase in staff salaries and expected large increase in utilities.

I02 – High Needs Top-Up Funding : Projected top-up funding is only for those children who currently receive it – no other assumptions have been made.

I05 - Pupil Premium : This changes year on year to reflect the number of qualifying children in the school. No assumptions have been made about children who may come into the school so this is a conservative budget figure.

I08 - Income from facilities and services : the budget only includes what we know now that the school will receive, including rent from Pre-School. Again, this is a conservative budget figure.

I09 - Meals & Refreshments : The sum is based on what was paid to the School Lunch Company as a fixed charge last year, allowing for a 10% increase. It is fully offset by E25. It is assumed that all other income and expenditure for lunches is cost-neutral.

I10 - Teacher Sickness Claims : The projections are for maternity cover and worst-case scenario teacher absence.

I13 - Donations : The £6K figure is a conservative estimate, in the past the actual figures have been higher but PTA funding is uncertain at present.

I18 - is Additional Grant for Schools: This includes Catch-Up funding and the Sports Premium funding.

**EXPENDITURE**

E01 - Teaching Staff : The budget is based on the same number of teachers for each year of the budget. The figure increases year-on-year because of factored in pay increases and the increase in NI contributions.

E02 – Supply Teaching Staff : Includes provision for maternity leave and long-term sickness cover.

E03 – Education Support Staff: The numbers go down because of staff leaving at the end of this school year who will not be replaced. This is

linked to the reduction in I02. **RO** stated that the school has to model what it thinks will happen but also model for a drop in staffing because that is the biggest cost. If an additional child arrived with high level needs it may be necessary to employ additional staff, otherwise there will be enough TAs to meet needs. **SJ** said that this can be reviewed by the Resources Committee if necessary.

E09 – Staff Development & Training : A lot of training has been done on line, which works out cheaper.

E10 – Supply Teacher Insurance : This has gone up to £14K but on balance it is felt that the best option is to stay with the same company. The amount goes up with inflation but also because of known staff sickness and two teachers on maternity leave.

E12 - Building Maintenance : The Budget has been reduced significantly. A priority list will be worked out. The Diocese account is used for capital projects which means there is a buffer to deal with anything expensive.

E14 - Cleaning : Will be done by the current company for the time being. Higher than it used to be but is balanced out by the caretaker's reduction in hours.

E16 - Energy : Following guidance from the LA, a 50% increase has been budgeted. It was noted that the situation is extremely uncertain. There may be some reduction if the school is able to close doors and windows next winter.

E18 – Other Occupation Costs: Swimming is possible again now and Y5 will be going as they had missed out. Security costs are in line with last year. Premises costs down a little.

E19 – Learning Resources : £1153 has been ring-fenced for the repairs to the PE equipment as these are still to be carried out. Books have been kept at the same level. School now has a central supply store for educational supplies so Budget has been significantly cut. £3K has been allowed for Day Trips and Workshops, school may be asking for more Parent contributions.

E23 - Premises Insurance : This is based on the size of the school and is fixed.

E26 - Supply Teaching : £3K allowed but can't predict how much will be used.

### **Summary**

The budget is for an over-spend of £26,506 in the first year, £42,357 in the 2<sup>nd</sup> year and £53,871 in the 3<sup>rd</sup> year. These are forecast to use up the carry-forward balance from last year of £117,890 leaving a deficit of £4,845 at the end of the third year. **KD** explained that the school is obliged to submit a budget which balances to within £6,000 at the end of the three years.

**SJ** summed up that it was largely business as usual in the current year with no significant change in the operation of the school apart from not replacing TAs who are leaving.

**SJ** thanked **KD** for putting the Budget together and said it looked like a workable plan.

Governors approved the three-year budget as proposed and authorised **SJ** to sign off formally on the system on behalf of **EB**.

#### **Other Business**

(i) Pre-School : **RO** reported that discussions have been held about Pre-School - St Michael's has been formally asked to take it on. Various local steps and processes will follow. **RO** proposes to speak to the Committee and ask about financial and other implications. **SJ** agreed this was important and there would be a need to find out pay implications.

**RO** added that staff know it will have some impact on their roles. **SJ** noted that the TUPE regulations will come into play.

*Q. How does it work with our committee structure?*

A. Governors agreed that proposals regarding taking on the Pre-School will come to the Resources Committee before coming to the Full Governing Body for decision.

*Q. Is the aim to do it for the next school year?*

A. There won't be enough time to do it by the start of September but we should be able to do it in the next school year.

*Q. If we take over, would we make changes to the way it is Is there a chance of it being as long as the school day?*

A. This will be considered and form part of the proposals.

It was agreed to return to this matter at the FGB meeting in July.

(ii) OFSTED : **CA** enquired about the OFSTED Report : **RO** noted this should be available for 25<sup>th</sup> May FGB for a short discussion and will be a full Agenda item for the July FGB : **RO** will circulate the report when available.

#### **4. Date of Next Meeting**

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

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|  | Wednesday 25 <sup>th</sup> June at 7 pm. |  |
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The meeting closed at 7.57 pm