

St Catherine's C of E (VC) Primary School, Hoddesdon

Meeting of the Governing Body

Thursday 19<sup>th</sup> May 2022

4.00-6.00pm

**Minutes**

***Aim High, In Life, In Learning, With God – Together***

**Present:** Peter Falconbridge (PF) (Chair), John Forrest (JF), Cathy Irons (CI), Mike Marsh (MM), Rachel Pennant (RP), Camilla Smitham-Payne (CSP), Tamara Sharman (TS), Ange Wallis (AW) (Headteacher), Dale Webster (DAW), Tracey Fisher (TF)

**Observing:**

**Apologies:** Jo Devonshire (JD), Carly Perkins (CP), John Perkins (JP),

**In attendance:** Andy Mansfield (HfL Clerk)

No	Item	Action
1.	<p><b>Welcome and opening prayer</b></p> <p>The meeting convened with a prayer at 4:05pm.</p> <p>TS was welcomed as the new Diocesan Education Board representative; she will serve as a Foundation Governor</p>	
2.	<p><b>To receive apologies and approve absences</b></p> <p>Apologies were received from Jo Devonshire (JD), Carly Perkins (CP), John Perkins (JP), and consent was given to these absences.</p>	
3.	<p><b>To declare any conflicts of interest that may arise during the meeting</b></p> <p>Governors were reminded of the obligation to declare any actual or perceived interest, whether financial or other, in any item on the agenda: AW declared that she had a relative working at the school.</p>	
4.	<p><b>To approve minutes from previous meetings</b></p> <p>The minutes of the governing body meeting held on 17<sup>th</sup> March 2022 would be considered at the next meeting</p>	
5.	<p><b>To confirm actions from previous minutes has been taken</b></p> <p>These outstanding actions will be considered at the next meeting</p>	
6.	<p><b>To sign off the 2021-2022 Budget, receive a presentation on the 2022-2023 Delegated School Budget and approve the 2022/23 budget proposal</b></p> <p><b>2021/22 budget sign off</b></p> <p>The carry forward figures and the final income and expenditure outturns for the 2021/22 were presented.</p> <p>Overspend explanations:</p> <ul style="list-style-type: none"> <li>• It was noted that the supply teacher overspend was due to cover during the Covid period</li> <li>• There had been need for additional unplanned expenditure on kitchen maintenance</li> <li>• The number of pupils present on 'census day' was low and this has affected income</li> </ul>	

- Additional Agency staff costs were incurred as this staff member transitioned to a permanent position.

Underspend explanations:

- There were unplanned changes in contract within the staffing costs
- The support costs were underspent as there was an error in the original budget
- The premises underspend is due to staffing costs
- Water costs were lower than forecast as the way the pool was filled was changed.
- Underspend was achieved in the Learning Resources category because there was a shorter period when students were in school.
- Underspends in trips and journeys are highlighted but this is a phasing situation.

The following questions were asked:

**Income:**

**Question:** What is School Led Tutoring grant?

**Answer:** It's a sum of money that the DfE have provided to schools to spend on specifically named tutors. The DfE provided 75% of the cost and the school had to find the remaining 25% from within their budget

**Expenditure:**

**Question:** How much more expenditure is needed to complete the music suite?

**Answer:** The project will cost approx. £12,000 to complete

The Governors agreed that the budget outturn for 2021/22 was correct

### **2022-2023 Delegated School Budget**

A presentation was given by TF, this was circulated to governors after the meeting, the highlights are noted here:

- This Budget has met the criteria from Hertfordshire County Council, being able to submit a three-year balanced Budget.
- The school's funding formula is derived from the software in our budget package and is pre-set by current trends, expectations and pupil numbers.
- 2022-23 we will be at full capacity in Early Years and for budgeting purposes have anticipated that we will be at full capacity for future years intake, Sept 2023 onwards
- We receive £3,176.58 for each pupil on role at the October Census.
- The staffing percentage of the budget is 83.45% an increase of 3.68% from last year. This includes six 1:2:1 staff that are on funded contracts. This is above the maximum recommended percentage of 82%
- This budget only has a 0.15% carry forward figure £2,398 against a recommended minimum of 4% (£76,735)
- It was stated that the budget as set is not realistic but is presented as it meets the criteria set by the Local Authority (LA). There is no contingency and there is no allowance for rising energy costs. There are also concerns that the school will NOT be submitting a positive year end figure at the 2023-year end.

- This budget will be closely monitored on a monthly basis and discussed at the monthly budget monitoring meetings. If corrective measures are required, there may be need to look at a full staffing restructure which would take time to implement.
- There are some positive features in the budget:
- We have a full intake for Reception 2022.
- We are making the most of our facilities and now hire to organisations almost every evening / weekend, which is generating more income.
- We take every chance to promote our school in the local community and are an active part of Love Hoddesdon.
- We have had 35 new pupils join our school since September 2021
- Our goal is to fill all the remaining spaces in our year groups.

It was noted that in previous years, several different budget scenarios would have been presented to the Resources Committee who could question these different proposed financial pathways and select the most appropriate one for the full FGB to approve. This was the first year that this has not been possible. It has been a struggle to produce a balanced three-year budget due to increasing costs in many areas including teacher salaries, national insurance contributions and mainly extortionate Energy increases.

It was noted that the success of the school has resulted in a stable workforce whose salary's sit in the higher salary bands.

Questions:

#### INCOME

**Question:** What is the main reason for the drop in SEN Funding from £38,592 in 2022 to £30,667 in 2023?

**Answer:** Three SEN pupils left around in the Autumn term last year.

**Question:** Is the Pupil Premium funding of £103,875 fixed for 2022-2023, or could it be increased?

**Answer:** When setting the budget pupil premium is an indicative figure. It's based on the October Census pupil numbers but this is then compared to the May Census and any differences calculated, and an adjustment made.

**Question:** Is the income from lettings an estimate based on previous year's income? How much was earned in the full year before lock-down came into effect (2019-2020)

**Answer:** Hirings have been based on current trend – Office £3300, Zumba £3000, Car boot £1000, Karate / Hoddesdon Football / Hoddesdon Players / SSS Sports (Playschemes) Broxbourne Swimming Club (tbc)

**Question:** Other income from facilities and services. What are our main sources of income here?

**Answer:** The ASC has been calculated on previous years prior to Covid. It used to make in excess of £10K profit. I have calculated this figure on salaries / provisions and £7K profit. Playscheme is based of the past years trend and income. The Ark man fee has already been calculated so is correct.

Question: Additional Grant for Schools -What are these grants and are there other grants out there we could tap into?

Answer: Universal Free School Meals £53,675, Sports Grant £18,930, Autism Training £2,000  
I am sure there are alternative grants that could be accessed – we really need to try and source a governor that is experienced / willing to research these.

**Question:** Have the hiring fees been increased?

**Answer:** Yes

#### EXPENDITURE

**Question:** Currently we spend 83.71% of our budget on staffing. Should we encounter difficulties in the 2022-2023 budget year are there any provisional plans in place to review our staffing complement, perhaps even to consider a restructure?

**Answer:** This is a recommendation that I will be proposing to the Governing Body in my presentation. It is long process that would need to start, I would suggest in the new school year Sept 2022, to be implemented 2023. We would need to consider all options as this could incur redundancy payments etc.

**Question:** What would the additional deficit be if the school stayed at its existing class structure

**Answer:** Approx. £30,000

**Question:** Is this funding confirmed?

**Answer:** Yes

**Question:** How much contribution has there been from education, health and care plans? (EHcp)

**Answer:** We currently have six students with an EHcp.

**Question:** Supply teaching staff insurance (£13,042) and other staff related insurance (£1,450). What is the difference between these two insurance covers?

**Answer:** Staff absence insurance is for Teachers – HLTA's and Site Manager. 'Other related insurers' is Liability Insurance through HCC

**Question:** Energy -£55,125. We all know the impact of this on the budget. Is there any current information from County or government about any relief coming to schools?

**Answer:** The increases expected for 22/23 are now 61% for electricity and 135% for gas – these are approx. 50% below current market prices. As an example of this, with the expected 61% increase our electricity prices will go from 15p per kwh to just over 24p. To get a fix on electricity now would cost around 50-55p per kwh. These figures are taken from an email received from David O'Connor – Energy Manager at HCC. We were originally told Gas 65% and Elec 35% and they are the figures worked with in this budget.

**Question:** Is the school committed to the COE net zero carbon commitment?

**Answer:** There is nothing committing us on a formal basis, but we are looking at renewable energy.

**Question:** Learning Resources (not ICT); 2022 (40,234); 2023 (28,573). There has been a major cut in the basic consumables budget (£11,661). How has this been achieved?

**Answer:** All curriculum leads submit budget requests for the current year. We have gone through every one of them and agreed / cutback each budget. We have already identified areas that require strengthening and their budgets for this year are considerably higher – for example Maths – English – Early years. Next year we are not planning on buying into Maths No Problem and the Early years budget have been decreased by 5K. Reduced 2023 / 24 – phonics / early years / maths / assessments

**Question:** Bought in professional services have seen a combined cut of £6,117 in budget. Which services have been cut or reduced?

**Answer:** we are looking to reduce to one TLA instead of the current 2 packages that we have. Saving £2394 We have reduced Marketing & Advertising / Opal / FSW / Counselling

**Question:** What is the timescale for the replacement of the roof?

	<p><b>Answer:</b> We started considering this 3-4 years ago, but all the bids have been rejected so far. We have submitted a bid for replacing the roof to county and are awaiting their response as to when this will be completed – basically, when we get to the top of the pile!</p> <p><b>Question:</b> What sort of things have subject leads been cutting from their budgets?</p> <p><b>Answer:</b> Mostly resources</p> <p><b>Question:</b> How many of our staff on fixed term contracts have been in post over two years?</p> <p><b>Answer:</b> 2 of them are in their third years.</p> <p><b>Question:</b> Are other schools looking at scenarios that may lead to staffing restructure?</p> <p><b>Answer:</b> There are a number of schools that are the same size and geographic position as us and it is likely they are faced with the same challenges.</p> <p><b>Question:</b> Is this the proposed budget that we will vote on approving?</p> <p><b>Answer:</b> Yes, there are no other alternatives available</p> <p>The governors unanimously approved the budget. The governors thanked TF for her hard work.</p>	
7.	<p><b>To receive a report of the outcomes of the 2021 SfVS Audit</b></p> <p>HCC asked to audit the previous year’s SfVS audit at the same time as it was necessary to prepare the 21/22 SfVS, it was noted that this request was both poorly timed and because the audit was conducted remotely caused additional extra work than a face-to-face audit. <b>The outcome has yet to be received. Governors will be notified</b></p>	TF
8.	<p><b>To confirm the next meeting date</b></p> <p><u>FGB Meeting</u></p> <p><b>The 2022/2023 FGB meeting dates will be agreed when the Chair &amp; Vice Chair of Governors meet with The Head and Deputy Headteacher to agree the 2022-2023 Annual Planner. Dates will be notified to governors and the end of term or asap thereafter</b></p> <p><u>Committees</u></p> <p>Resources Committee: To be decided School Improvement Committee: Tuesday 7<sup>th</sup> June 2022, 5.00-6.30pm Performance Review Committee: TBC</p>	PF/CI AW/JD
9.	<p><b>Closing prayer</b></p> <p>Meeting closed with a prayer at 19.00</p>	

### Summary of Actions

Item	Action	Responsible	When
7.	The outcomes from the County Audit of our 2020-2021 SFVS Audit will be notified to governors	TF	by the end of term
8.	The Chair & Vice Chair of Governors to meet with The Head and Deputy Headteacher to agree the 2022-2023 Annual Planner. Meeting dates will be notified to governors by the end of term or asap thereafter	CI	by July /August 2022