

St Catherine's C of E (VC) Primary School, Hoddesdon
 Meeting of the Governing Board
 Thursday 18th May 2023
 4.00-6.00pm
Minutes

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

Present: Peter Falconbridge (PF) (Chair), Jo Devonshire (JD), John Forrest (JF),
 Cathy Irons (CI), Tracey Fisher (TF), John Perkins (JP),
 Ange Wallis (AW) (Headteacher), Dale Webster (DAW), Sarah Thompson-Storey (ST),

Apologies: Mike Marsh, Revd Rachel Pennant, Simon James, Jelisa Smith, Andy Mansfield.

In attendance: John Conlon (HfL Cover Clerk)

No	Item	Action
1.	Welcome and opening prayer PF opened the meeting with a prayer.	
2.	To receive apologies and approve absences Apologies received from: Mike Marsh, Revd Rachel Pennant, Simon James, Jelisa Smith, Andy Mansfield. The apologies were accepted and the absences were approved. James Nicholson's DBS has been processed so can be added. Alison Richards and Marcus Cooper to be removed from GovernorHub.	Clerk
3.	To declare any conflict of interest that may arise during the meeting Governors were reminded of the obligation to declare any actual or perceived interest, whether financial or other, in any item on the agenda. No conflicts were recorded.	
4.	To receive a presentation on the 2023-2024 Delegated School Budget Budget 2023-24 presentation with noted as circulated. TF reported: The content is included in the notes. It was not possible to issue different budget scenarios, like last year. Instead, this is scenario that will balance at the end of the year. <ul style="list-style-type: none"> • Carry forward Balance from 2021/22 £17,767.04 • B01 Committed £ 0.00 • B02 Un-committed £ 1,752.00 • B03 Capital £ 17,960.00 • Carry Forward 2022/23 £ 19,712.00 • Agreed budget return April 2022 - expected carry forward £ 2,396.00 £12k has been committed to cover cost of the Junior's doors and the completion of LED lighting installation under the energy saving project. £5554 will carry forward under the new capital allowance. Extra Income to original budget was highlighted:	

- TOTAL £52,640 - HIGHLIGHTS - SEN – 7 cases budgeted for raised to 10 cases over the school year. Lump sum received £10,000. Also received £2K for 2 x per term x pupils awaiting special provision.
- Local Income – Playscheme £3459 extra to budget £7500
- Hirings £3459 extra to 13K budget
- ASC - Loss (6702) to 50K budget however overall profit £1,342.88
- Student income £1K not budgeted for
- Other Income - Swimming extra 1334 to budget 5K
- Stat books / mental health funding etc
- Additional Grants I18C - recovery Premium – 13,511 School led tutoring 9210 - not budgeted for. It was not clear initially if the school would be joining these programmes and it did.
- Fund account – balance obtained through fund raising.

Savings noted in the after-school club and it has brought in a profit.

Q. Did the school charge more?

A. No; the school continues to be competitive in the market. The wrap-around care and play scheme are the lowest in the area. Post-Covid, many people have returned to work.

OVERSPENDS:

- All staffing costs due to greater increments than budgeted for in April with information known – these costs were included in the termly forecasts that were similar to the forecasts that came through.
- Supply Staff - includes LC cost for EYFS mentoring programme
 - tutoring 0.5 per week
 - SENCo to 1 FTE cover long term sick leave
- Support staff – extra 1:2:1's
- Repairs & Maintenance budget £8600
- Water – estimated should see a reduction in new bill. The next bill will reflect actual readings.
- Prem Cost budget £10,117
- Agency – HLTA was brought in
- Professional services – a Sports coach employed longer than budgeted for

Q. How were the savings in energy obtained?

A. Following a re-forecast, the school was on a separate rate.

Further savings noted in training, grounds, energy, learning resources and catering costs (FSM & UFSM).

Q. Was this down to staff?

A. Staff have sought resources from elsewhere. They are very on board with sustainability.

Staffing structure:

- 14 single age classes (14.9 FTE teachers)
- Non-teaching HT (1 FTE) & DHT (0.8 FTE)
- Teaching Assistants KSI – 1 per class

- Teaching Assistants KSII – 1 per year
- Early years advisor 0.1 FTE
- Inclusion Team – SENCO 0.8 FTE
- Deputy SENCO 1 FTE
- Nurture Lead 30 hours per week term time only
- Teacher Apprentice September 23 – July 24
- One teacher on maternity leave
- Sports lead 0.6
- ICT Manager 1 FTE term time only
- 2 x Higher Level Teaching Assistants to cover PPA
- Current 1:2:1's x 6
- Gardener 0.1 (year one only)

No changes are planned for Y2/3. Staffing has been retained as is.

Q. Are the hours sufficient for the term time only ICT manager?

A. He is also here for the INSET days as a back-up.

Also built into the budget cover for pay increases set at 5%.

Teachers' Pay: if the pay deal is not accepted, there will be a one-off grant for this year.

There is no extra income in the budget to cover that.

The main scale starts at £30k.

Non-teaching staff pay increases: Scales 1-43 will receive a one-off payment (£1925).

Above that is 3.88% of their salary on scale points 44 and above.

From April 24 inflation of 3% has been applied

2.5% from April 25; 2.0% from April 26 onwards.

Non-Teaching Staff Pension Rate has reduced from 24.3% to 23.3% with effect from 1st April 2023.

Energy: £82k has been allocated, double what is allocated for resources. Estimated inflated costs noted. In July, energy costs are scheduled to drop.

Pupil numbers: The school will be full for the second year running.

- Reception intake Sept 2023
 - 56 pupils accepted
 - 2 on waiting list excluding EHCP pupils
- Bulge funding will still apply 2023-2024 (2 FTE from 2019)
- Projected future pupil numbers increased in budget in line with current trends, demographics and in-year admissions

Q. Any word from HCC about the decrease of the PAN to support a new build.

A. This was offered to other schools but not to this one.

Budget Overview:

- This Budget has met the criteria from Hertfordshire County Council being able to submit a three-year balanced Budget. An achievement in the circumstances.
- Our funding formula is derived from the software in our budget package and is pre-set by current trends, expectations and pupil numbers.
- We receive £3,449.73 for each pupil on role at the October Census.

	<ul style="list-style-type: none"> The staffing percentage of the budget is 81.96%, a slight decrease from last year. This includes seven 1:2:1 staff that are on funded contracts. This is just below the maximum recommended percentage of 82% 354 pupils were recorded on the census; 362 are on roll (worth £27k). 1% carry-forward (recommendation is 4%). The school could not accommodate an emergency in these circumstances. Monthly monitoring continues. Concerns were expressed about sustainability. On a positive note, a full intake is expected for Reception 2023. £81k is projected from hirings, play scheme, ASCs etc. 30 in year admissions recorded this year. Q. Is the cost of the new roof factored in? A. No, along with any staffing changes. The pool is regularly hired out. Cost of lettings to remain the same in order to remain competitive. More income is anticipated from the hire of the music room. <p>Thanks, recorded to Tracy for her work on finances.</p>	
5.	<p>To approve minutes from previous meeting. The minutes of the FGB – 23.03.23 will be approved and checked for matters arising at the next FGB – 22.06.22</p>	
6.	<p>To sign off the 2022-2023 Budget Q. Have the end of year procedures been followed? A Yes. Agreed unanimously</p>	
7.	<p>To approve the 2023-2024 Budget Final questions were invited. Q. How is Pupil Premium calculated? A. What comes up is a predicted figure for the 97 PP recipients. Q. Where is funding for BME for the next three years? A. This shows as a separate line but not on the spreadsheet due to a software problem. However, it is included in the main spend. The revised CFR report was agreed unanimously The Budget was agreed unanimously</p>	
8.	<p>To confirm the next meeting date: <u>FGB Meeting</u></p> <ul style="list-style-type: none"> Thursday 22nd June 2023 (End of year meeting), 4:00-6.00pm <p><u>Committees</u></p> <ul style="list-style-type: none"> School Improvement Committee: Tuesday 6th June 2023, 5.00-6.30pm Performance Review Committee: Friday 19th May 2023, 2.00-3.00pm 	
9.	<p>Closing prayer The meeting ended with a prayer.</p>	

Summary of Actions

Item	Action	Responsible	When
2	James Nicholson to be added as a governor. Alison Richards and Marcus Cooper to be removed from GovernorHub.	Clerk	ASAP