

# APPROVED MINUTES



## ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 8 MARCH 2017 AT 5.00pm

### OPENING PRAYER

### PRESENT

Mrs L McDonald (Head Teacher), Mr A Colaço (Chair), Mrs E Bailey Jones, Mrs K Buckhurst, Mr G Carnie, Rev P Down, Mrs J Wallace, and Mr A Bradshaw (Clerk).

### 1. INTRODUCTION

**Apologies for Absence** – Mr R Cozens, Mrs M Touch, Miss J Young and Mr T Pople

**Pecuniary Interests** – None

**Notice of AOB** – Three Items

### 2. BUDGET 2017/2018 (Previously Circulated)

The Headteacher went through the Budget for 2017/2018. The main points of discussions were as follows:

- The out-goings for next financial year are more than income to be received and therefore we have to use the carried forward balance from this year's budget in order to balance 2017/2018 budget.
- Salaries are the biggest expenditure for the School and this area of the budget has been scrutinised. There is a planned increase in salaries of 1% and increases in pension contributions as well.
- All other budget headings have been scrutinized comparing current expenditure with the previous year and looking at areas which may have had adverse expenditure due to one-off situations or where agreed increases had taken place.
- The budget forecast had to show three years of balanced budgets and the budget for financial year 2018/2019 is showing a deficit of £26.5K due to a number of variable factors which at this point in time we are not able to accurately predict.

***A Parent Governor commented that they were a little perturbed about the deficit for 20128/2019 and that the predicted carried forward balance from 2017/2018 is insufficient to balance 2018/2019 budget. The Headteacher replied that at this point it was not possible to accurately predict income that would be received in 2017/2018 and that in all probability there would be other additional funds which would be added to the budget as a contingency sum. This would be carefully monitored.***

***The Parent Governor suggested that the predicted surplus funds from FSU could go into the 2018/2019 budget to help off-set the deficit.***

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Signed.....

Dated.....

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***A Foundation Governor commented that it was essential that the Governing Body need to keep a check on the budget throughout the year to ensure that we have enough contingency in 2017/2018 to cover the predicted deficit in 2018/2019.***

Governors agreed the 2017/2018 Budget plan and the document was signed by the Chair and Headteacher for submission to the Local Authority.

### **3. SCHOOLS FINANCIAL VALUE STATEMENT [SFVS] (Previously Circulated)**

Rev P Down began by explaining that schools are required to self-assess their financial management procedures and controls annually and identify any areas of non-compliance for further action. The responsibility is placed upon Governors who, in conjunction with the Headteacher and the Finance Officer are required to make judgements about whether the school delivers good value for money and maintains appropriate and safe controls. He briefly went through the 25 questions that make up the statement highlighting the comments and evidence relating to each question, Finally, he went through the outcome of the self-assessment and summary of agreed remedial actions and was pleased to report that there were only 3 action points:

- SFVS Q1 - Those Governors who feel they require specific finance governor training will organise this – action by March 2018
- SFVS Q10 - To be more specific in the SDP about how and when money is spent to fund the relevant actions and to record in the SDP any training and resources purchased to meet the actions, and ensure that these costs are taken from the relevant SDP cost centre - action ongoing
- SFVS Q14 - Governors will continue to develop their expertise with Benchmarking and with the Schools Financial Benchmarking Website and the DFE Performance Tables. The findings of the Benchmarking exercise will be reported to the FGB for discussion and action if required by March 2018

Governors expressed their thanks to Rev Peter Down and to Wendy Montacute for their input in completing the SFVS. Governors approved 2017 SFVS and the Chair signed the relevant documents.

### **4. AOB.**

There were three items:

- (i) **2017 Admissions** – The Headteacher reported that the Local Authority had ranked all admission applications that it had been received and produced a list of all preferences and ranked them regardless of whether it was their first, second or third preference. The School has checked its 2017/2018 over subscription criteria to ascertain the criterion children had been ranked against. The Local Authority required written confirmation from the Governing Body that they were in agreement with the ranked list. Governors confirmed agreement and the relevant pro forma was signed by the Chair
- (ii) **Exclusion** – The Headteacher reported that she has had to exclude a Y5 pupil for 3 lunchtimes due to an incident in the playground for displaying unreasonable behaviour, bad language and hurting another child.

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- (iii) **Admission under Fair Access Protocol** – The Headteacher reported that she had received a request from the Local Authority to admit a Y4 pupil under the Fair Access Protocol. She explained that the purpose of a Fair Access Protocols was to ensure that - outside the normal admissions round unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time a child is out of school is kept to the minimum. It appeared that the School had no choice and had to accept this child who displays disruptive behaviour. The Headteacher and Governors were concerned about the impact the child would have on other pupils who also had special needs.

## **5. DATE OF NEXT MEETING**

Date of Next Meeting – Thursday 20 April 2017 at 3.30 pm

*The meeting closed at 6.10 pm*