



**Governing Body Meeting**  
**Resources/FGB – Budget Discussion & Ratification**  
**12 May 2022**  
**Minutes**

**Present:** Mrs D Bedford, Mrs C Brazil, Mrs D Corke, Mr A Corke, Mr P Cunningham (Chair), Mr K Dobson, Mr M Turner, Miss T Webster  
**Apologies:** Mrs L Gawen, Mr G Huntley, Mr J Mackley  
**In Attendance:** Mrs S Tiramani (Clerk)

No.	Item	Action								
1.	<p><b>Apologies for absence/Conflict of Interest</b>  Apologies for absence were received and approved from Mr G Huntley, Mrs L Gawen and Mr J Mackley.</p> <p>No conflicts arose during the course of the meeting.</p>	<b>Apologies approved</b>								
2.	<p><b>Budget Discussion</b></p> <p>The proposed Budget Report 2022/23, together with the 5 year CFR was circulated prior to the meeting. A comparison of 2021/22 Budget and Actual versus proposed Budget 2022/23 was also circulated.</p> <p><b>2.1 Budget Report 2022/23</b>  TW reported that if we are able to produce a balanced budget for 3 years we are doing well, and we have been able to do this for 2022/23. Whilst not being able to balance in year 5, this is normally the case. Whilst there is an in year deficit, this is covered by the surplus brought forward from the previous year.</p> <p><i>Proposed Budget</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;">£</td> </tr> <tr> <td>Surplus/(Deficit) Brought Forward</td> <td style="text-align: right;">200,453</td> </tr> <tr> <td>Proposed 2022-23 Budget Surplus/(Deficit)</td> <td style="text-align: right;"><u>(27,541)</u></td> </tr> <tr> <td>Cumulative Surplus/(Deficit) Carried Forward</td> <td style="text-align: right;">172,912</td> </tr> </table> <p><b>2.2 Q How has the surplus arisen?</b>  A. Sometimes additional funding is received that has not been budgeted for eg extra nursery hours due to unknown numbers for September. Sometimes extra FSM income is received after submitting the census and there may be other unbudgeted income. The budget has been prepared to cover the cost of clubs and does not take into account any extra income received that may then be used to purchase resources. Under supply, additional hours for staff have been added that might not get used. The budget has been prepared for the worst case scenario.</p> <p><b>2.3</b> In addition, we used to pay £10-12k per year for absence insurance, but as our absence rate was low, we were not getting this money back. A few years ago it was decided to cancel this insurance and allocate it</p>		£	Surplus/(Deficit) Brought Forward	200,453	Proposed 2022-23 Budget Surplus/(Deficit)	<u>(27,541)</u>	Cumulative Surplus/(Deficit) Carried Forward	172,912	
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	<p>within the budget to be used as needed. This has only ever been used for maternity and therefore is carried forward into the next year.</p>	
2.4	<p>TW took Governors through the notes on the Comparison document.</p>	
	<p><b>Expenditure</b></p>	
2.5	<p><b>E01 Teaching Staff</b> - HR will be returning full time and there are lots of opportunities for her to take initiatives forward on her extra day.</p>	
2.6	<p><b>E02 Supply Teaching Staff</b> - extra for staff that do additional regular time not within their contract. We believe there are 2 children with EHCP's coming into Reception next year. The SENCO has been ringing a lot of the new parents as their forms come in to assess needs. We have budgeted to allow for the extra support required for these needs.</p>	
2.7	<p><b>E03 Education Support Staff</b> - -some increase on the previous year mainly due to after school club wages being included here rather than elsewhere.</p>	
2.8	<p><b>E04 Premises Staff</b> – we now have a site manager who will be working increased hours. He is keen on gardening and hopefully he can help promote growing things with the children at lunchtime etc. It will be nice to get the children involved in that.</p>	
2.9	<p><b>E07 Other Staff</b> – some MSA hours are include in TA salaries as some staff carry out both roles. TW is looking to combine the TA/MSA roles together which will give continuity in the classroom and at lunch times.</p>	
2.10	<p><b>E10 Development and Training</b> - carry forward and de-delegated insurance.</p>	
2.11	<p><b>E12 Building Maintenance and Improvement</b> – decrease due to the new building being finished and maintenance of the buildings only included going forward.</p>	
2.12	<p><b>E13 Grounds Maintenance and Improvement</b> - price increase for grounds due to change of contractor and price increase. We will have to see how this contractor goes.</p>	
2.13	<p><b>E14 Cleaning and Caretaking</b> - increase due to change of contractor, inclusion of more hours and a deep clean. Also cleaning material costs have risen etc.</p>	
2.14	<p><b>E16 Energy</b> – Huge increase due to current global circumstances.</p> <p><i>Q. It is a surprise to see that the actual last year was less than budget?</i>  A. We were always overbudget as we were out of sync due to readings etc. The budget is now based on actual spend with price increases.</p>	
2.15	<p><b>E19 Learning Resources (not ICT)</b> – decrease relates to Sports Premium being included in other areas.</p>	

2.16	<b>E20 ICT Learning Resources</b> – we spent more than planned last year due to the new smartboards. A new server is required. £6k capital will be used for this together with £2k from here. New smartboards for Years 3 and 4 are also included.	
2.17	<b>Q. Is this a rolling programme?</b> A. Yes. A smartboard for Year 1 wasn't planned but had to be replaced quicker than planned when it broke. FOLS will be donating the cost of the boards for Y1 and T2.	
2.18	<b>E23 Other Insurance Costs</b> – have included an increase due to potential increase in premiums due to additional computers. Price calculated on number of items. We now have a better asset management system (Parago).	
2.19	<b>E25 Catering Supplies</b> - includes money for UFSM based on infant numbers and FSM in KS2.	
2.20	<b>E26 Agency Supply Teaching Staff</b> - £5,000 budgeted for agency to cover maternity if required.	
2.21	<b>E27 Bought in Prof Services – Curriculum</b> – Sports Premium included here together with top up for swimming lessons, CPD for teachers and core work for children.	
	<b>Income</b>	
2.22	<b>I01 Funds delegated by the LA</b> - Income will potentially increase as nursery numbers go up.	
2.23	<b>I03 SEN funding</b> – decrease due to a child in Year 6 moving on	
2.24	<b>I06 Other Government Grants</b> – we now have 30 children on FSM which has increased income to support TA's.  Governors noted that the number of FSM children could go up even further as families struggle with the increase in the cost of living.	
2.25	<b>I08 Income from Facilities &amp; Services</b> – this is for lettings and parent payments for clubs and have only been budgeted to cover costs. Morning club is not very popular at the moment. We need 5/6 children to break even, but this is offset by the afternoon club. The clubs are there to primarily support our parents and not for financial reasons, so as long as we are breaking even then overall that is ok.	
2.26	<b>I18 Additional Grants for Schools</b> – includes Sports Premium, UFSM.	
2.27	Although the contingency looks large, it is needed to ensure we can balance for three years and sustain the level of staffing we need.	

<p>2.28</p> <p>2.29</p> <p>2.30</p>	<p><b><i>Q. Could we have more lettings?</i></b>  A. We don't make a huge amount of money out of lettings. As costs are rising, we may have to review this. Lettings are increasing but not hugely.</p> <p>TW added that there a lot of children leaving due to relocation. This is across all year groups. There are waiting lists in every year group so the places will be filled.</p> <p><b><i>Q Could TW give Governors an update on the child that is unwell?</i></b>  TW stated that she is doing ok, and TW informed Governors of actions being taken to support the child and her family.</p>	
<p>3.</p>	<p><b>Budget Ratification by FGB.</b></p> <p>The proposed 2022/23 Budget was unanimously approved by a show of hands.</p> <p>The meeting closed at 7.55 pm.</p>	