

## Garden Suburb Schools

### Governing Body Minutes – Thursday 30<sup>th</sup> March 2023

At 6.00pm

#### Attendance:

Evathia Elsiwidy  
Luisa Pettigrew (Junior)  
Daniel Asher (Infant)  
Sarah Sands (Infant Headteacher)  
Eileen Bhavsar (Junior Headteacher)  
Anthony Shayle (Junior Parent) CHAIR  
Adrian Hodgson  
Biljana Elia (Infant Teacher)  
Isabel Clarke (Junior Teacher)  
Tara Ward Ammoun  
Paola Riddle  
Pam Omeye Howell (Infant Parent)  
Alexia Dobinson (Infant Support)  
Luisa Pettigrew (Junior Parent)  
Daniel Asher (Infant Parent)  
Greg Bookman  
Caroline Olshewsky  
Lisa Berger (Junior DHT)  
Sarah Jowsey (Infant DHT)  
Andrea Bailey- School Business Manager

#### Apologies:

None received

#### 1. Declaration of business interests

Greg shared his business interest. The chair reminded Greg that he should alert governors if there were a conflict of interest

#### 2. Minutes of previous meeting

#### 3. Matters Arising

No matter discussed

#### 4. Infant Year End Forecast (Note – these have previously been summarised in HT Reports to GB)

- Q2 – September 2022 (including notes and virements)
- Q3 – December 2022 (including notes and virements)
- BVAC (Budget Vs Actual Vs Committed) - Current

**Action: These were agreed by GB and Virements signed off**

5. Junior Year End Forecast (Note – these have previously been summarised in HT Reports to GB)
  - Q2 – September 2022 (including notes and virements)
  - Q3 – December 2022 (including notes and virements)
  - BVAC (Budget Vs Actual Vs Committed) - Current

**Action: These were agreed by GB and Virements signed off**

### **Governors challenged:**

Could we spend more money eg £45k on marketing the school

Governors supported marketing the school and recognised the impact that this can have on funding. The work of the Marketing and Communication Committee was recognised

6. Infant Budget Setting for the coming financial year 2023-24
  - Traded Services
  - Budget setting notes
  - Income and expenditure report (detailed)
  - CFR (Consistent Financial Report) - summarised budget

£175k carried over deficit cumulative from the previous years

£ Increase in income

£86.2k current in year deficit

£259.4K deficit

Staffing reductions were discussed

Sports coach is now being used for a sports coach for PPA which has saved some money

Numbers in Infant school have been dropping for 4 yrs

Governor added that the school was a fabulous school

Increases in de delegation – this is where the LA take some money back

Traded services was presented

- Finance
- HR and payroll
- Bels services (Miss Sands alerted governors that she sits on the board of governors)
- EWO not being bought into as this is being financed by LA as a statutory service
- BPSI is not being bought into this is a saving of £ some money has been allocated for pay as you go service so training that is needed will be available as a pay as you go

### **Governor Challenged**

Will junior members of staff have access to training if not buying into BPSI.

Miss Sands shared that staff would be able to access training where appropriate.

Some heads are head of several school and have a more strategic role.

### **Governors Challenged**

Do we need to talk about succession planning

### **Governor Challenged**

Key question what about the budget deficit

Governors can't ratify a budget deficit.

### **Governor Challenged**

Who is responsible for the budget forecasting?

Miss Sands informed the governors that Head Teachers and Governors were responsible

The next job is to do a 5yr plan

### **Governor Challenged**

Is there a critical point in the deficit?

The LA are now looking at this as there are a lot of schools in deficit.

**Governing Body noted deficit budget to be submitted. A three year recovery plan to also be submitted. Governors agreed traded services.**

7. Junior Budget Setting for the coming financial year 2023-24
  - Traded Services
  - Budget setting notes
  - Income and expenditure report (detailed)
  - CFR (Consistent Financial Report) - summarised budget

Carrying forward £55.5K deficit

In year deficit of £29.3K

Additional teacher (AHT) out of class

Quality PPA cover –Spanish, Music specialists, sports coaches

Maintaining the quality of education, with indicators to show this.

Overall increase in funding of £124K and pupil premium funding

The school has the capacity to make savings, if necessary, through not having teacher out of class, but really want to keep this in place as the value is evident in terms of staff support and development.

Juniors interested in the staff insurance scheme, may be able to do that with the juniors.

Overall – plans are consistent with last year.

The original deficit started with covid staff cover, which wasn't covered by govt funding.

Traded Services:

- Finance
- HR and payroll
- Bels services not being bought in but some money has been allocated for pay as you go service so training that is needed will be available as a pay as you go
- EWO – school are considering whether this will be necessary.

**Governing Body noted deficit budget to be submitted. A three year recovery plan to also be submitted. Governors agreed traded services.**

**Governor reported that the financial benchmarking resources are useful to gain a view of comparison with other schools.**

**8. The Following policies were ratified:**

- Financial management
- Anti-Fraud
- Whistleblowing
- Lettings
- Charging
- School Security

**No material change to these, and they are approved.**

**9. Infant SFVS**

- Benchmarking
- School Improvement Plans (including Sports and Pupil Premium Plans)
- Related party form
- SFVS Form for ratification

Infant Head Teacher explained the process of SFVS

Evidence is in on the drive

**Governors agreed the SFVS form**

**10. Junior SFVS**

- Benchmarking
- School Improvement Plans
- Related party form
- SFVS Form for ratification

Juniors have been audited, and so last SFVS was examined. GB Minutes were very clear.

**Governors agreed the SFVS form**

**11. Date of next meeting – 18<sup>th</sup> May 2023**