

**BROOKLAND INFANT AND NURSERY SCHOOL  
GOVERNING BODY**

**Minutes of the Governing Body Meeting held on  
Wednesday 17<sup>th</sup> May 2017 at 7.00pm**

<p><b>Present:</b> Sheila Farmer Alison Atkinson Alison Worsley Steve Bowman Tony Mizon Sheryl Wall Maxine Meadows Sarah Small Dave Smith</p> <p><b>In Attendance:</b> Jane Allen</p>	<p>Chair/Early Years Headteacher Vice Chair/Pupil Premium Chair of Resources Safeguarding School Senco Safeguarding</p> <p>Clerk</p>
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These minutes should be read in conjunction with the written report and projections

<b>Summary of Actions</b>	
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<b>Items Discussed</b>	<b>Decisions/Actions</b>
<p><b>Item 1 - Apologies for Absence</b> Apologies were received from Steve Pearce, Kerry Thomas, Jamil Walcott and Debs Marshall.</p>	<p>Their absences were approved</p>
<p><b>Item 2 - Declaration of Business Interest</b> There were no business interests to declare.</p>	
<p><b>Item 3 - Finance</b> Governors had been sent end of year figures, finance report and proposed budget with the agenda for the meeting. Steve B highlighted important points from the report:</p> <p><b>End of Year Monitoring</b> The end of year (31<sup>st</sup> March 2017) return was submitted on time and included accruals in accordance with guidance. Steve explained the creditors, debtors, prepayments and receipts in advance. The Debtors was mainly VAT to be reimbursed.</p>	

Items Discussed	Decisions/Actions
<p><b>End of Year Monitoring (Cont'd)</b>                      The carry forward to 2017/18 is £235,000. This represents 19% and is above the maximum balance allowance of 15%. Schools are allowed to carry forward a higher than maximum balance for 3 years before having to provide explanations. As this is our 3<sup>rd</sup> year of high balance we will be asked to explain when and how this money will be spent.</p> <p><b>Funding</b>                      The report shows the prediction of funding over the next few years and in particular when the National Funding Formula is in place in 2019.</p> <p><b>Budget Planning</b>                      When planning the budget only guaranteed income should be included. The budget includes known staffing but changes to staffing could happen with negative or positive effects. Approx 85% of the budget is on staff related costs. Schools are always encouraged to take a long term strategic view when planning the budget and now, more than ever, need to have a 5-year plan in place. Schools are advised to plan at least a 2% contingency.</p> <p>Question: Enjoying a high level of staffing implies this is a luxury? How are we reducing staff costs?                      Response: Yes in the current climate of reducing budgets and cost pressures the SLT is looking at using existing staff more efficiently and effectively. It is planned for the Deputy Head to be class based for part of her time. We have also looked at supply options to reduce agency supply costs and in September will be covering PPA with class TAs/Nursery Nurses/Specialist TA (delivering Forest School and PE) and Sheryl. These measures will reduce staffing levels or ensure that the current staff skills are utilised to the full.</p> <p>Question: If we have a high carry forward why are we looking to reduce staffing levels and costs?                      Response: We shouldn't be relying on the carry forward to cover staff costs in the future although we can use this in the short term. Our staffing costs have to be sustainable for the future. The In Year expenditure against income line on the projection shows a deficit in the future which needs to be addressed.</p>	

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<p><b>Proposed Budget and Projections</b></p> <p>Question: Can we make use of the apprenticeship levy?                      Response: As a community school we have to pay the apprenticeship levy but there are few eligible training programmes that would benefit us at the moment. We can use the levy to train existing staff and we will be looking at new training programmes when they become available. The levy cannot be used to pay the salary of the apprentice.</p> <p>Question: What pupil numbers is the proposed budget based on?                      Response: Moderate pupil numbers - 85 / 87.                      The low numbers projection (Appendix 4) is based on lower numbers across the school but not lower than 80 in a year group. The high numbers projection (Appendix 5) is based on the school being full in every year group.</p> <p>The previously reported concern about nursery numbers looks like it might become reality as there are currently 5 vacancies for September. If this is still the situation when the Census is collected in October then there will be a clawback of funding. Numbers are also low this term so we are looking at a £5000 retrospective negative adjustment.</p> <p>Question: how many children have one to one support?                      Response: 2 in Year 2, 2 in Reception and 2 in Nursery.</p> <p>Question: Do these children get funded for the whole of their school life?                      Response: No they receive funding to the end of a key stage and then we have to submit another application. It takes time to apply each time and there is no guarantee that funding will be allocated. Applications are considered by a panel.</p> <p>R&amp;M: we have allocated amounts for known expenditure. £100,000 has been allocated for a mobile building or extension to the new build as the school is desperate for more space. Tony, Jane and Alison are currently researching options.</p> <p>Question: Why have we continued to have a high carry forward?                      Response: this has been an unusual year with a change of Headteacher. It is difficult as a new Headteacher to decide what the spending priorities should be and we are desperate for extra space so an extra building or extension would be a good use of the money.</p>	

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<p><b>Proposed Budget and Projections (Cont'd)</b>                      ICT: we have budgeted for ipads for early years staff to record learning in place of the Learning Journals.</p> <p>Looking at the proposed budget and 5 year projection it shows teaching staff costs rising across the years due to cost of living rises and progression up the salary grade. Occupational costs remain roughly the same across the years.</p> <p>Question: Why is funding different for 2017/18 from base budget to proposed budget?                      Response: This is due to the SEN income being added in.</p> <p>Question: Will the staffing levels in the nursery remain the same?                      Response: The Senior Leadership Team are currently looking at staffing levels in the nursery.</p> <p>Lotties are offering 10 places in partnership with us for the 30 hours provision. From September all early years funding will need to be claimed through the Early Years Funding portal.</p> <p>The 2017/18 budget was approved.</p> <p>Governors thanked Jane for her work on the budget and reports.</p> <p><b>Benchmarking</b>                      Jane had carried out benchmarking using the Schools Financial Benchmarking website which is based on the year 2015/16 using the following criteria:</p> <ul style="list-style-type: none"> <li>• Infant and nursery schools</li> <li>• Similar pupil numbers</li> <li>• Similar free school meals numbers</li> </ul> <p>This time our staffing costs comparison show us to be slightly lower than average along with other expenditure headings. We would expect our admin staff costs to be higher but they also are below the average with professional services very low. Our agency supply costs are as expected higher than average which we will be addressing next year.</p>	<p>The 2017/18 budget was approved</p>

<b>Items Discussed</b>	<b>Decisions/Actions</b>
<b>Benchmarking (Cont'd)</b> The benchmarking against Hertfordshire schools is on 2015/16 budget data and shows our staffing and other expenditure to be in line with or lower than the average.	
<b>Any Other Business</b> It was agreed that Sarah would join the Children's' Committee and Dave would join Resources.	These appointments were approved