

### THE GOVERNING BODY OF SOUTHGATE SCHOOL

Minutes of the Meeting of the Finance Committee held at 5.30 pm via Microsoft Teams on Wednesday, 24 June 2020.

PRESENT:

Mr M Holland (Chair), Mr R Baines, Mrs C Bent, Mr P Evans (Head Teacher), Ms J Hallas, Ms A Robinson.

IN ATTENDANCE:

Mrs R Perfitt (Deputy Head Teacher)  
Miss K George (Minute Clerk)

	Item	Minutes	Action
20.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	There were no apologies for absence or declarations of interest.	
21.	NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS	No items were notified.	
22.	MINUTES OF THE MEETING HELD ON THE 5 FEBRUARY 2020	<b>RESOLVED:</b> That the minutes of the meeting held on 5 February 2020 be approved and signed by the Chair as a correct record.	
23.	MATTERS ARISING	There were no matters arising.	
24.	BUDGET 20-21	Ms Hallas had emailed out the B3 budget to governors prior to the meeting and she advised that the budget position had changed due to additional funding from the council in relation to teacher and pension grants.	

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	<p>The school budget was set at £3,285,099 and the school had a carry forward of £79,000.</p> <p>The B3 had been shared with the Finance Governors Mr Baines and Mr Holland. There were no major changes. The premises budget has increased to reflect the increase in PPP charges. The School had set an increased budget for building work to cover the costs for planned building work to adapt the school in order to meet the needs of pupils.</p> <p>The school wanted to ensure that all the classrooms were well stocked with cleaning supplies.</p> <p>It was expected that there would be a slight increase in staffing costs due to staff claiming for mileage due to visiting children to check on welfare and dropping off homeworking packs.</p> <p>Ms Hallas advised that there were some fixed costs such as Kirklees catering and buybacks and the school was looking at centralising the costs for learning resources.</p> <p>The school had changed the way it was ordering supplies to reduce the need for staff having to travel to shops for supplies. There was a budget set for furniture to allow for changes to classrooms.</p> <p>The training budget had been set to ensure targeted training and development for staff.</p> <p>£30,000 had been budgeted for IT equipment. 11 laptops had been delivered to the school for disadvantaged pupils, but as these children were now attending school the LA had advised that the school could use these laptops in class for designated pupils and to include in plans for any COVID-19 related absences (e.g. bubble sent home from school).</p>	

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	<p>The school had found that some children worked better on an Android system or an iPad and were looking to buy different IT resources for each classroom in order to meet needs of the children.</p> <p>The school had set a contingency budget to support with the school development plan. This has not been fully allocated as the impact of COVID had restricted certain activities.</p> <p>The school received income from the Teachers Pay Grant, Pupil Premium, Sports Premium and the Insurance Scheme.</p> <p>Ms Hallas advised that she would be utilising Money Manager to profile how the budget looks now and how it would look in the future.</p> <p>Ms Hallas also advised that she had been tracking costs made during the Covid situation to see how much had been spent and what items had been bought.</p> <p>The Head Teacher advised that the school was half way through their 2 year School Development Plan (SDP). Year one had focused on consolidating the initiatives of the previous year which enabled a carry-over of the budget. Changes to the environment of the school and the staffing structure would be evaluated and costed.</p> <p>Ms Hallas advised that this year they were looking at higher pupil numbers and this would mean additional funding. There would be around 29 new starters in September and the contingency could pay for extra staff and resources if required.</p> <p>The Head Teacher also advised that they were at the stage of going out for an Occupational Therapist for the school which would have a big impact.</p> <p>Ms Hallas concluded by advising that due to the school's strong position they would recover quickly from the Covid situation.</p> <p><b>Q. Due to the extra children in September do we need to make any extra changes in school?</b></p>	

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		A. We possibly may require an extra teacher if further consultations arrive but I believe we can manage with our current staffing structure.	
25.	STAFFING BUDGETS AND PLANNING	<p>Ms Hallas advised that budget monitoring normally took place once the B3 had been agreed and set. The B3 had been confirmed in June and this should now have been uploaded onto SAP.</p> <p>The Chair advised that they would monitor the budget at period 3 and would meet with Ms Hallas to discuss this week commencing 13 July.</p>	
26.	ANY OTHER BUSINESS	There was no other business.	
27.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<b>ACTION:</b> That the next Finance Committee meeting would be held in November, the date to be confirmed at the Annual meeting.	
28.	AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<b>RESOLVED:</b> That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.	

The meeting closed at 6:00 pm.