

THE GOVERNING BODY OF SOUTHGATE SCHOOL

Minutes of the Meeting of the Finance Committee held at 5.00 pm via Microsoft Teams on Wednesday, 21 April 2021.

PRESENT:

Mr M Holland (Chair), Mr R Baines, 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
10.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	There were no apologies for absence or declarations of interest.	
11.	NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS	No items were notified.	
12.	MINUTES OF THE MEETING HELD ON THE 2 DECEMBER 2020	RESOLVED: That the minutes of the meeting held on 2 December 2020 be approved by the Chair as a correct record.	
13.	MATTERS ARISING	There were no matters arising.	
14.	FINANCE UPDATES	Ms Hallas had sent out the finance report to Governors prior to the meeting and she went through the budget summary.	

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	<p>(a) <u>2020/2021 Budget</u></p> <p>The budget for 2020/21 was originally set at £3,285,099 which was calculated using the number of pupils on roll in January 2020 which was 152. This included pupil premium funding of £71,570. The percentage of funding per banding were:</p> <ul style="list-style-type: none"> • Banding A = 18 • Banding B = 44.6 (1 pupil only 3 days per week) • Banding C = 69 • Banding D = 17 • Out of area = 3 <p>The Head Teacher advised that pupil funding levels kept needing to be chased up as they were not always being updated following annual reviews, making the budget trickier. Ms Hallas advised that the LA had set this bunding based on the number of children on roll on census day in January 2020, since then the school had more children on roll so the budget figure would have changed.</p> <p>The school had a carry forward from 2019/20 of £79,236 giving a total budget of £3,364,335 and then throughout the year the budget had been increased by £191,300 to reflect the increase in pupil numbers and changes to bandings. By the end of the financial year 2020/21, the budget was £3,555,672.</p> <p>The school was expecting to see an underspend this year of just over £200,000. The budget was set in May against the budget figure of £3,364,335 and a balanced budget was agreed. Since the budget was agreed there had been an increase of £191,310 and there had been a change in expected costs due to COVID.</p> <p>(i) <u>Staffing</u></p> <ul style="list-style-type: none"> • The staffing budget was underspent, partly to do with the additional funding being allocated to this area of the budget. • Teaching was overspent due to an increase in numbers of teachers. • ETAs was underspend due to resignation of an ETA. 	

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	<ul style="list-style-type: none"> • Admin was overspent due to an increase in costs due to a person moving from ETA staffing to Business Support and a member of staff has had their grade increased in recognition of additional duties. <p style="margin-left: 40px;">(ii) <u>Premises</u></p> <p>This part of the budget was underspent as some of the projects planned did not take place due to COVID. The school was planning for an outside classroom and more outdoor provision for 2021/22.</p> <p style="margin-left: 40px;">(iii) <u>Transport</u></p> <p>This part of the budget was underspent due to COVID restrictions and lack of school trips.</p> <p style="margin-left: 40px;">(iv) <u>Services and Supplies</u></p> <p>This part of the budget was overspent.</p> <ul style="list-style-type: none"> • Furniture was overspent due to replacing existing furniture and setting up new classrooms. • Learning resources was overspent due to costs relating to COVID (cleaning, FSM, resources). • Training was underspent due to COVID restrictions. • Supply costs was overspent due to additional costs due to staff shielding, however, insurance had been paid out for staff absences due to illness. • ICT was overspent due to investment in IT to provide greater support for classes. <p>(b) <u>2021/2022 Budget</u></p> <p>The budget for 2021/22 was set at £3,701,534 which had been calculated using the number of pupils on roll in January 2021 which was 160. This included £77,555 pupil premium funding. The percentage of funding per banding were:</p>	

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	<ul style="list-style-type: none"> • Banding A = 22 • Banding B = 52.4 (1 pupil only 2 days per week) • Banding C = 72 • Banding D = 10 • Out of area = 3 <p>The school would potentially have a carry forward from 2020/21 of over £200,000 giving a total budget of approximately £3,900,000 at the beginning of 2021/22. The school would be setting the budget over the next few weeks and would be creating more subject areas on the budget that link back to the school development plan to help assess the impact of money spent across the school.</p> <p>The B1 Draft Budget needed to be completed by 5 May 2021 and sent to the LA. The B3 Final Budget would need to be completed by 4 June 2021.</p> <p>Q. This budget summary is a lot easier to understand, can this be sent out to all Governors?</p> <p>A. Yes, this will be emailed out to all Governors.</p> <p>Ms Hallas advised that the budget was a moveable thing and there was constant movement with banding. There were changes to what SENDACT thought the school should have and what the school knew they had in regard to the budget. The Head Teacher advised that it was difficult to get money credited back to the school if the shortfall fell in a previous financial year.</p> <p>The Governors discussed that they seemed to be in a position to be able to do some benchmarking to see how their budget compared to schools like theirs. Ms Hallas advised that effective benchmarking would look at what the school had contributed to the pupil journey.</p> <p>(c) <u>School Development Plan</u></p>	

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		Ms Hallas advised that some of the funds that had not been spent due to Covid would form part of the Curriculum-led financial planning. This would be discussed further in the Governing Body meeting.	
15.	ANY OTHER BUSINESS	There was no other business.	
16.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	ACTION: Ms Hallas to arrange the date of the next Finance Committee meeting.	Ms Hallas
17.	AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	RESOLVED: 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 5.30 pm.