

THE GOVERNING BODY OF SOUTHGATE SCHOOL

Minutes of the Meeting of the Finance Committee held at 5.00 pm remotely on Wednesday, 2 February 2022.

PRESENT:

Mr M Holland (Chair), Mr R Baines, Mr P Evans (Head Teacher), Ms J Hallas

IN ATTENDANCE:

Ms E Kilner (Minute Clerk)

	Item	Minutes	Action
27.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	<p>There were no apologies for absence.</p> <p>There were no declarations of interest.</p> <p>It was noted that Ms A Robinson has now resigned as a governor.</p>	
28.	MINUTES OF THE MEETING HELD ON THE 6 OCTOBER 2021	RESOLVED: That the minutes of the meeting held on 6 October 2021 be approved by the Chair as a correct record of the meeting.	
29.	MATTERS ARISING	There were no matters arising.	
30.	FINANCE UPDATES	<p>Notes for Governors meeting were circulated by Ms J Hallas before the meeting. Ms J Hallas updated the meeting.</p> <ul style="list-style-type: none"> • Reported on Period 9 and will be reporting on Period 10 on 17 February 2022. • Budget has increased from £3,913,257 to £4,191,521 due to banding changes and increase in pupil numbers from the numbers when the budget was set. • Showing an overall underspend from where we expected to be at this time in the year which is due to the increase in the budget allocated to the school. 	

	Item	Minutes	Action
		<ul style="list-style-type: none"> - When the budget is set, we have to produce a balanced budget even if we know that the budget allocation may change throughout the year. • Staffing is underspent due to a number of vacancies in both teaching and support roles. - The school have had very good interest in the teaching roles following a recruitment event. - A number of vacancies were filled from January when 4 teachers and 1 senior leader joined the school. • Premises is underspent as the planning application for the outdoor classroom has been delayed due to the process that the council and KSSL (company that oversees the management of the building) have to follow. This has put back the project by at least 5 months and planning has not yet been submitted. • Transport is underspent. Use of vehicles has increased again and we are considering purchasing another electric vehicle for taking pupils out and to support the access to other venues (Bumpy). • Services and Supplies is overspent. - Agency costs have been very high this year due to the increased number of absences caused by COVID and other absences. We are working closely with HR to reduce the number of absences through effective attendance management. - Increased IT costs as we are investing in our IT infrastructure including, software and resources to support our marketing and communication. - Increased costs associated with funding FSM vouchers during school holidays. This is reimbursed as income. • We will be looking at completing the schools financial value system before the end of the financial year. • We will be setting the new budget from March onwards which will include identifying staffing levels for the next 12 months. 	

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		<p>Q. Do we have a costing for the chickens including the costs of daily care?</p> <p>A. A full costing has been done and can be provided. The project is on hold due to the current outbreak of bird flu. Daily care will be part of the developing the outdoor role in school.</p>	
31.	ANY OTHER BUSINESS	There were no items of other business.	
32.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>ACTION: Ms Hallas to arrange the date of the next Finance Committee meeting to be held before a Full Governing body meeting.</p> <p>Ms Hallas updated that work is being done to improve the recruitment process. This will be done for both Teachers and ETA's. The recruitment and retention of ETA's is currently an issue in schools. There are a lot of ETA roles being advertised currently and there is competition from other schools. Teacher recruitment is currently strong but the recruitment of support staff is very challenging.</p>	Ms Hallas
33.	AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<p>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.</p>	

The meeting closed at 5.20 pm.