

THE GOVERNING BODY OF SOUTHGATE SCHOOL

Minutes of the Meeting of the Finance Committee held at 5.00 pm at the school on Wednesday, 18 May 2022.

PRESENT:

Mr R Baines, Mr P Evans (Head Teacher), Mr M Holland (Chair).

IN ATTENDANCE:

Mrs J Ashcroft (Minute Clerk - remote), Ms J Hallas (School Business Manager), Mrs R Perfitt (Deputy Head Teacher).

| | Item | Minutes | Action |
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| 34. | APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST | There were no apologies for absence. There were no declarations of interest. | |
| 35. | NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS | The following item was notified to be brought up under any other business: <ul style="list-style-type: none"> School Financial Value Statement (SFVS). | |
| 36. | MINUTES OF THE MEETING HELD ON THE 2 FEBRUARY 2022 | RESOLVED: That the minutes of the meeting held on 2 February 2022 be approved by the Chair as a correct record of the meeting. | |
| 37. | MATTERS ARISING | There were no matters arising. | |
| 38. | FINANCE UPDATES | Notes for Governors were circulated by Ms J Hallas prior to the meeting. The Chair of the Committee stated that two internal finance meetings had been held to discuss a number of finance related issues. Ms J Hallas reported that: The budget for 2021/22 had closed down with an underspend of £384,023. | |

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| | <p>The underspend was due to changes in pupil numbers and bandings and investment that had not taken place.</p> <p>Areas that were overspent included:</p> <ul style="list-style-type: none"> • Transport due to purchase of an electric car • Agency costs due to absences and managing vacancies. Covid absences had a big impact as there had been no insurance cover for ETAs for the first three days of absence. A recruitment exercise had taken place and additional staff had started work after Easter and six ETAs were about to start work; this would reduce supply costs going forward • ICT – an extra laptop trolley had been purchased; each Pathway now had their own laptop trolley and responsibility to look after and customise for use. <p>Ms Hallas reported that there had been an underspend on premises. A discussion took place regarding the transport at the school and governors agreed that an ongoing discussion was required regarding appropriate vehicles for the school.</p> <p>ACTION: The Chair to be part of future discussions with SLT regarding appropriate vehicles for the school.</p> <p>Ms J Hallas gave an update on the 2022/23 budget position as follows:</p> <p>The council had set the budget at £3,913,341 based on 164 pupils and a balanced budget had been set based on this amount. This included:</p> <ul style="list-style-type: none"> • Teachers - £1,422,055 • ETA - £1,570,076 • Lunchtime - £64,967 • Admin - £173,828 • Learning Resources - £52,447 • Catering - £50,986 • Agency costs - £100,000 | <p>Chair and SLT</p> |

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| | | <p>There was a carry forward of £384,023 resulting in budget of £4,297,364. This money had been allocated to the following areas:</p> <ul style="list-style-type: none"> • 2 apprentices (Business Support and ETA) • Outdoor classroom • Additional Learning resources • Additional ICT resources • Additional Training • Contingency. <p>ACTION: Ms J Hallas to email the B3 to Finance committee members</p> <p>ACTION: The Chair of Governors to sign the B3.</p> <p>Ms J Hallas reported that they were investing in a new budgeting system which would allow classes to track spending. She reported on actions they were taking to improve budget management including introducing Pathway budgets and taking nurture breakfasts from class spend so teachers no longer had to buy and claim the money back from petty cash. She explained how SEN funding was spent and items stay with the pupil throughout school. The Chair commented that this was demystifying the budget and spending, and this was the direction that was needed. Ms J Hallas told governors about a case where a family had applied for free school meals and there had been a delay. She suggested to governors that it might be appropriate to keep a stock of free school meal vouchers to assist families in similar circumstances. The Chair of the Committee stated that this seemed to be the right thing to do.</p> | Ms J Hallas Chair of Governors |
| 39. | ANY OTHER BUSINESS | <p><u>SFVS</u></p> <p>The Chair of governors' observations on the SFVS were discussed and noted. Ms J Hallas agreed to update the SFVS and submit before the deadline.</p> | Ms Hallas |
| 40. | DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS | <p>RESOLVED: That the next meeting of the Finance Committee will take place in Autumn 2022, date to be confirmed.</p> | |

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| 41. | 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 17.35 pm.