

THE GOVERNING BODY OF SOUTHGATE SCHOOL

Minutes of the Meeting of the Finance Committee held at 5.00 pm at the school on Wednesday, 7 December 2022.

PRESENT

Mr R Baines, Mr P Evans (Head Teacher), Mr M Holland, Miss B Katenga

In Attendance

Mrs S Dunn (Minute Clerk)

Ms J Hallas (School Business Manager)

Mrs R Perfitt (Deputy Head Teacher)

The meeting started at 5.10 pm. Mr Baines chaired the meeting initially. Mr Holland joined the meeting at 5.15 pm and then took over as Chair.

	Item	Minutes	Action
1.	ELECTION OF COMMITTEE CHAIR	RESOLVED: That Mr Holland be elected as Chair for a term of 1 year.	
2.	COMMITTEE TERMS OF REFERENCE	RESOLVED: That the committee approved the Terms of Reference.	
3.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	There were no apologies for absence. Mr Baines reported that Mrs J Berrett had resigned as a Governor and this would be discussed at the Full Governing Body meeting on 7 December 2022. There were no declarations of interest.	

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4.	NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	There were no items notified to be raised under Any Other Business.	
5.	MINUTES OF THE MEETING HELD ON THE 18 MAY 2022	<p><i>Mr Holland joined the meeting from this item onwards.</i></p> <p>RESOLVED: That the minutes of the meeting held on 18 May 2022 be approved by the Chair as a correct record of the meeting.</p>	
6.	MATTERS ARISING	<p>(a) <u>School Vehicles (Minute 38 refers)</u></p> <p>Mr Evans reported that the old blue mini-bus had passed its MOT and would continue to be used by the school for a further period. Mr Evans also reported that the school would be fund raising for an additional fourth mini-bus.</p> <p>(b) <u>B3 (Minute 38 refers)</u></p> <p>Ms Hallas confirmed that the B3 had been sent to committee members and had been signed by the Chair.</p> <p>(c) <u>Free school meal vouchers (Minute 38 refers)</u></p> <p>Mr Holland requested an update on this. Ms Hallas reported that approx. £4.2k would be spent on vouchers for December/January and although the school would be reimbursed, this would have an impact on the school's cashflow position.</p> <p>Q: What is the school doing to support parents/carers with the cost of living crisis?</p>	

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		<p>A: Mr Evans confirmed that staff were monitoring the situation and were looking out for potential issues (e.g. debt on Parent Pay) and these were recorded on CPOMS. Mr Evans also confirmed that the school website signposts to a number of places/agencies, who may be able to assist.</p> <p>Q: What is the school doing to support staff with the cost of living crisis?</p> <p>A: Mr Evans confirmed that information was being made available to staff and discussions were being started to get the message out. Staff are using the school's electric vehicles or taxis on the school's account for business travel.</p> <p>(d) <u>Update SFVS (Minute 39 refers)</u></p> <p>Ms Hallas confirmed the SFVS had been submitted.</p>	
7.	FINANCE UPDATES	<p>Ms Hallas provided a verbal report to the meeting. Governors noted the following key points:</p> <ul style="list-style-type: none"> • Original budget for 22/23 was £3.91m plus the carry forward from 21/22 of £365k gave a total budget of £4.28m. • The carry forward would be split with £167k for spending on outdoor classroom, apprenticeship, training, and IT. The remainder (£197k) was allocated to contingency. • The school had been allocated a further £195k due to complexity of pupils and resulting changes in banding. This increased the budget for 22/23 to £4.47m. • At period 7 actual expenditure was £2.38m compared to expected of £2.53m. • Underspending had occurred in staffing, premises and transport but potentially expenditure would increase over the following months. <p>Q: What is the current position on the provision of the outdoor classroom?</p>	

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		<p>A: Mr Evans stated that the council was liaising with the organisation who manages the PFI contract to allow this development to proceed.</p> <p>The Governors had significant concerns at the delay in moving this forward and noted these were shared by the school.</p> <p>ACTION: Mr Evans is to advise the council of the governors concerns and ask the council to resolve the contract issue promptly.</p> <ul style="list-style-type: none"> • Supplies had overspent due to need to support complexity of provision, providing off-site provision and agency costs. • Budget for 23/24 was estimated to be £4.2m based on 170 pupils and the same banding ratio. • Various staffing models were being pulled together which would be costed up to find the best fit between the schools needs and the budget. 	Mr Evans
8.	ANY OTHER BUSINESS	There were no items of Any Other Business to be discussed.	
9.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	RESOLVED: That the next meeting of the Finance Committee will take place in Spring 2023, date to be confirmed.	
10.	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 5.33 pm.