

THE GOVERNING BODY OF SOUTHGATE SCHOOL

Minutes of the Meeting of the Finance Committee held at 5.00 pm at the school on Wednesday, 12 July 2023.

PRESENT:

Mr P Evans (Head Teacher), Mr M Holland

IN ATTENDANCE:

Mrs S Dunn (Minute Clerk), Mrs R Perfitt (Deputy Head Teacher)

The meeting started at 5.05 pm.

SGS Note: *The meeting did not have 3 members of the F&P Committee present and was therefore inquorate. These minutes will be added to the next agenda for approval within a quorate meeting.*

	Item	Minutes	Action
1.	ELECTION OF COMMITTEE CHAIR	Mr Holland had been elected Chair of this committee for a period of one year in September 2022. The Chair would be elected at the first meeting of this committee following September 2023.	
2.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Mr R Baines (consent). It was also noted that Ms Hallas was unable to attend the meeting. There were no declarations of interest.	

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3.	NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	There were no items notified to be raised under Any Other Business.	
4.	MINUTES OF THE MEETING HELD ON THE 29 MARCH 2023	RESOLVED: That the minutes of the meeting held on 29 March 2023 be approved by the Chair as a correct record of the meeting.	
5.	MATTERS ARISING	There were no matters arising.	
6.	FINANCE UPDATES	<p>Mr Holland presented a report to the meeting by way of update.</p> <p>The school finance meeting had been held on Tuesday 4 July 2023 and had reviewed the current budget position for period 2. The budget for 2023/24 was £4,424,066 which was based on pupil numbers and banding levels. There was a carry forward of £220,872 which had increased the budget for 2023/24 to £4,644,938. The school had been given additional funds of £118,323 to reflect the banding changings for summer 2023 which meant the budget had increased to £4,705,761.</p> <p>The cost of running the school had been funded using the initial budget, however, the school had now reduced the planned expenditure against the staffing lines to reflect the budget that would be received for the Satellite provision and to recognise the changes to the budget due to the banding changes throughout the year. The school had also allocated funds from the carry forward to pay for investments at the school (CCTV, playground, IT).</p> <p>In the first couple of months there would normally be an increase in expenditure due to payments for council services being paid around this time in the year (includes swimming, HR, Payroll and other Kirklees Traded Services). At period 2 it was still hard to profile the end budget position, however, the school was currently tracking just below the expected budget for that time in the year. The school had identified that it may need to invest in a new minibus for the school as one of the minibuses</p>	

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		<p>has been requiring maintenance and repairs but it would be looking to obtain funding towards the cost of the replacement.</p> <p>The school had implemented additional codes to help monitor and analyse spending throughout the year and the Business Support Team were doing a fantastic job of inputting expenditure to appropriate budget headings. The school had also ensured that realistic expenditure levels had been set against different budget lines.</p> <p>Ms Hallas was still having to run the monthly returns to Kirklees Council due to the long term absence of the Business Support Team Leader and the Business Support Apprentice had really developed his skills around inputting information into Money Manager and Danielle was producing monthly budgeting reports for budget holders.</p> <p>It was confirmed that the SFVS had been submitted to Kirklees Council.</p> <p>Mr Holland commented that it had been really helpful to implement the additional codes in Money Manager to assist with financial monitoring.</p> <p>Mr Evans provided further information on some aspects of the budget, including:</p> <ul style="list-style-type: none"> • <u>Satellite school</u> It was expected that eventually there would be 20 pupils attending; however initially eight pupils were transferring in September 2023. Startup costs of approx. £200k were being met by Kirklees Council and work on the premises was being done over the summer. Furnishing costs were also being met by Kirklees Council and a list had been submitted. It was expected that some savings would be made by using existing surplus school stock. The acquisition of a dedicated minibus was also being looked into. The school would be admitting five new pupils to the main school to replace those moving to the satellite, with further additions being consulted. • <u>Minibus</u> Options were being considered regarding the future of an old minibus 	

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		<p>currently in use by the school as maintenance costs had increased recently due to the age of the vehicle.</p> <ul style="list-style-type: none"> • <u>Cover cost of agency staff</u> Expenditure on this had been high in the previous year due to the number of staff vacancies and absences. However it was expected that expenditure would be much lower this year. • <u>Careers Service Provision</u> The school would be procuring a service directly from CK Careers from September 2023 for 12 months. The service would be for one day per week over 36 weeks at a cost of approx. £8k. The cost was comparable to other special schools' contracts for this service. The one year contract would allow the school further time to consider options for providing the service. • <u>Kirklees Learning Partner (KLP)</u> Kirklees Council had informed the school that it would no longer be funding this support for all schools from September 2023. <p>Mr Holland noted that the school's financial position was serious however there appeared to be scope for flexibility.</p> <p>Mr Evans stated that the school was in a better position than some other schools but it was still financially vulnerable.</p> <p>Mr Holland stated that the governors would continue to monitor the budget through twice-termly meetings with school staff.</p>	
7.	BUDGET PLANNING 2023-24	This item was discussed under Item 6 above	
6.	ANY OTHER BUSINESS	There were no items of Any Other Business to be discussed.	

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9.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	RESOLVED: That the next meeting of the Finance and Premises Committee would be arranged in the autumn term.	
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 5.20 pm.