

Soaring Skies Federation
Colvestone Primary and Thomas Fairchild Primary School
MINUTES

Meeting Title:	Extraordinary Full Governing Board Meeting			
Date/time/venue:	Wednesday 10 June 2020, 14:30 – 15:30 Held virtually due to exceptional circumstances			
Members:	Membership:	Role	End of Term	Present/ Apologies
	Caroline King	Executive Headteacher (EHT)	On-going	Present
	Amy Coyne	Staff Governor	October 2021	Present
	Claire Barton <i>(Chair of Teaching and Learning Committee)</i>	Co-Opted Governor	October 2021	Present
	Dona Henriques <i>(Chair of Governors)</i>	Local Authority Governor	October 2021	Present
	Kelly Durcan <i>(Vice Chair of Governors)</i>	Co-Opted Governor	October 2021	Present
	Kofi-Mills Bampoe <i>(Co-Chair of Finance Committee)</i>	Co-Opted Governor	October 2021	Present
	Laila Torsun	Associate Governor	October 2021	Present
	Rebecca Jensen	Parent Governor	November 2021	Present
Additional attendees:				
Clerk:	Chenelle Blake			

	Item	Discussion / Action
1.	Welcome and introductions	The Chair of Governors (CoG) welcomed the Governors to the Extraordinary Full Governing Board meeting. It was noted that the purpose of the meeting is to formally approve the improved 2020-2021 budget proposal.
2.	Acknowledgment and Agreement of Virtual Meeting	The Full Governing Board acknowledged and agreed that the meeting will exceptionally proceed virtually due to the Coronavirus pandemic, in line with the current official guidance.
3.	Governors not in attendance	It was noted that all governors were in attendance.
4.	Declarations of interest	It was noted that there were no declarations of interest, in relation to any items on the agenda.

Soaring Skies Federation
Colvestone Primary and Thomas Fairchild Primary School

MINUTES

5.	2020-2021 budget proposal (including 2021-2022)	<p>The Executive Headteacher (EHT) circulated a number of documents in advance of the meeting.</p> <p>Governors were advised that since the last FGB meeting held on 29 May 2020, the EHT has undertaken a deep dive of the 2019-20 budget, in order to set a realistic budget for 2020-21.</p> <p><u>Colvestone Final budget versus set budget document</u></p> <p>Income:</p> <p>The total budgeted income revenue for Colvestone 2020-21 will be £126, 821. The EHT highlighted that this is less than the budget set for 2019-20. A significant amount of this total is based on assumption of income from trips and residentials, which did not take place, in addition to LA funding.</p> <p>I08 (Income from Facilities and Services) is budgeted at £179, 000; the majority of this figure includes recharges, alongside after school clubs.</p> <p>Expenditure:</p> <p>The EHT has worked on an exact and accurate picture of staff currently employed at Colvestone and any members of staff currently teaching at Thomas Fairchild who may be transferring to Colvestone in September 2020. This has removed the need for recharging across the federation.</p> <p>E01 (Teaching Staff). The teaching budget for 2019-20 was set for £659, 223, however £790, 519 was spent; this created a difference of £131, 296. The EHT advised that all staff are now correctly placed. The proposed budget for 2020-21 will be £702, 286, making a saving of £88, 223. The EHT advised that this cost line formula can be applied to E01, E03, E04, E05 and E07.</p> <p>It was noted that the £390,000 in the Thomas Fairchild budget line was a recharge; this was an expenditure of Thomas Fairchild paying Colvestone which was accounted to Colvestone's income.</p> <p>It was noted that the admin salaries have not been split for any member of staff across the federation, with the exception of the EHT.</p> <p>Other areas that needed further investigation have been highlighted under E16, E19, E22 and E25; these are key cost center areas with significant overspend. Further investigation is required, to ensure the deficit is not increased for Colvestone.</p> <p>The CoG highlighted that some of the spend such as trips, should be offset against the income. The CoG further challenged the EHT to establish where are the financial controls to keep the school on budget or stopping excessive expenditure in areas across the federation</p> <p>The EHT emphasised that through the recent work/investigation on budgets, she now has a deeper understanding and appreciates the need to put certain policies in place.</p> <p>The CoG highlighted the importance for the FGB to consider whether the financial policies are appropriate going forward.</p>
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MINUTES

The CoG expressed that she is looking forward to a much clearer and rigorous picture going forward. As areas relating to budgets/finances has not been clear or accurate and has not provided governors with a clear understanding in the past.

The Governing Board considered the budget and noted pleasure in noting that the year has ended and the cumulative deficit will not go beyond £475,483

Thomas Fairchild Final budget versus set budget document

The EHT noted that the Thomas Fairchild financial position is different and setting a balanced budget has been quite challenging. It was noted that setting the deficit budget is a key element in moving forward.

The EHT confirmed that the same deep dive exercise and level of analysis as taken place for the Thomas Fairchild 2019-20 budget, in order to set a realistic budget for 2020-21.

E07 (Other Staff) query from the last meeting: The EHT advised that this is the recharges and staffing for the children center, which has not yet been recharged appropriately. It was noted that salaries for E03 (Education Support Staff) were incorrectly attributed to E07.

It was noted that E08, E19, E22, E25, E26, E27 and E28 are key areas of expenditure outside of staffing, which the EHT has interrogated and needs to be monitored and significantly decreased over the next year.

It was confirmed that the figures presented does not include restructuring, as it is too uncertain in relation to the complexity of people and roles, following the EHT's deep dive of ledgers and how the school operates.

It was noted that expected income is dependent on total EHCP funding to be received.

The CoG highlighted that since the last budget review on 29 May, E03 (Education Support Staff) costs more than E01 (Teaching staff). It was also noted that the £80,000 cushion under E07 has increased to £140,000; the EHT advised that this increase now includes breakfast staff costs and projected overtime costs.

The COG questioned the reason for overtime payments for staff. The EHT advised that staff salaries have been frozen, therefore staff are paid overtime for extra time attributed to after school provisions; however the CoG highlighted that this is a question for HR, as there are currently no after school provisions in place.

The EHT advised that Children Center income has not been monitored for some time. It was noted that in the last financial year E31 (Community Focused School Staff had elements attributed to E07. These changes have been amended and updated, however the children center financial figures will be a piece of work for the new academic year.

The EHT expressed confidence in the correct attributions being made.

It was noted that the predicted 2020-21 savings for E01 is £147,485; the EHT highlighted this being attributable to the non-replacement of teachers and moving to vertical grouping. It was noted that this model will not make any further savings, unless the school model changes from a one form entry school.

The CoG highlighted a high budget set for supplies, which could be reduced to decrease the in-year deficit. The EHT agreed that there could be further investigation for reduction of costs, such as SEN – speech and language.

Soaring Skies Federation
Colvestone Primary and Thomas Fairchild Primary School

MINUTES

The CoG advised that she will await the Deficit Recovery Plan and recommended that the EHT approach HR about the continued payment of overtime to staff for work not completed. The CoG further requested that HR write to the FGB to explain the reason behind their decision to continue overtime payments.

The EHT advised that the Leadership team have reviewed the need for overtime payment, as staff are no longer working at the same level since the pandemic. The EHT noted her agreement with the removal of overtime payment going forward.

Action 1: EHT to contact HLT HR to discuss the continued payment of overtime to staff.

The EHT noted the expectation to set a budget with no in year deficit, however this will not be the position for Thomas Fairchild.

The CoG summarised and noted that if £200,000 is the most accurate in year deficit position following the EHT's deep dive, governors are unable to do anything further to reduce the total for 2020-21. However, the EHT advised that with rigorous monitoring, this will reduce year on year.

The Chair of the Finance Committee emphasised the need for the restructuring to take place and the need for a review of progress to be made. Clear dates and times are required for the restructuring of staff, which is crucial alongside the deficit recovery plan. It is important to understand that the costs of the restructure may not yield what we are currently expecting.

Governors expressed concern that the in-year deficit has not reduced significantly enough, to enable the setting of a balanced budget as governors are required to as part of our statutory duties.

It was agreed that the Resources Committee meet before the end of summer to review the Deficit Recovery Plan.

Action 2: Resources Committee to schedule a meeting before the end of the summer term, to review the Deficit Recovery Plan.

Governors highlighted the need for a review of the financial internal controls and a clear hierarchy of who manages payments, invoices and where the EHT sits in relation to the final checks.

The CoG advised of the importance to establish who from the admin team is monitoring the current expenditure on a day to day level.

The EHT advised that a high level of financial management is necessary, however not currently possible until the School Business Manager (SBM) is appointed.

The CoG noted that there is a clear piece of work to be undertaken, however requested for budget related papers to be circulated to governors 2 weeks in advance of any meeting, to enable the FGB to review and best support the school.

It was agreed that the 2020-21 budget be submitted to HLT; it was noted that the Headteachers supporting document will be a useful supporting document for HLT to understand the position for the federation.

Governors noted and were assured that the Colvestone end of year position has been set with no in year deficit, however highlighted the importance of continued close

Soaring Skies Federation
Colvestone Primary and Thomas Fairchild Primary School

MINUTES

		<p>monitoring of both schools budget. For Thomas Fairchild to monitor and ensure school actions will reduce the in year deficit and impact on the cumulative deficit.</p> <p>The CoG requested that the EHT request from HLT, an earlier staff consultation period, to take place before the end of the 2019-20 summer term.</p> <p>Action 3: EHT to request from HLT, an earlier staff consultation period, to take place before the end of the 2019-20 summer term.</p>
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