



GENERAL MINUTES

Budget Meeting of the
GOVERNING BOARD

Wed 20th October 2021

Google Meet

GOVERNORS PRESENT		
INITIALS	NAME	ROLE
CH	Mr C Howard	<i>Chair of the Full Governing Board</i>
EHT	Ms N Reid	<i>Executive Headteacher, New Wave Federation & Thomas Fairchild School</i>
RM	Mr R McGrath	<i>Headteacher (Ag)</i>
DY	Mr D Young	<i>Governor</i>
DH	Ms D Henriques	<i>Governor</i>
LL	Mr L Laverick	<i>Governor</i>
OK	Ms O Koyuncu	<i>Governor</i>

OTHER ATTENDEES PRESENT		
INITIALS	NAME	ROLE
CLK	Mr D M Laird	<i>Clerk to Governors</i>
BUR	Mr I Fokerd	<i>Bursar</i>

APOLOGIES		
INITIALS	NAME	ROLE

ABSENT		
INITIALS	NAME	ROLE

ACTION WORKSHEET
20th OCTOBER 2021

NO	AGENDA ITEM	ACTION	Responsible PERSON	STATUS

LEGEND

- Green** – Completed
- Red** – Pending (URGENT)
- Black** – Pending (NOT URGENT)
- Blue** – OPEN

RECORD OF MEETING

1. Opening Formalities

1.1 Welcome

The Chair of the Governing Board convened an extraordinary meeting of the Thomas Fairchild Community School (in partnership with New Wave Federation) Governing Board to discuss and agree the proposed budget. The meeting started at 5pm.

1.2 Apologies & Absence

As recorded above.

1.3 Declarations of Interests

No declarations recorded and no changes to existing written declarations.

1.4 Notification of any other Business not on Agenda

None tabled

2. Review and approval of Thomas Fairchild Budget

With reference to the following documents, the Board reviewed and extensively discussed the current financial position of the school (incl the Budget):

TF Budget 2021/22

Budget 2021/22 CFR Comparison

TF Staffing Structure

The Bursar informed governors that a deficit of approximately of £466k was carried forward from the previous financial year and plans are afoot to eliminate the deficit over the next 3yrs. During the discourse, the following was noted:

(2021/22)

Income	-	£2,324,875
Expenditure	-	£2,348,549

It was noted that the pupil numbers within the school was reducing and will see the income of the school projected to reduce to £2,063,115. Gobs reviewed and noted the income and expenditure levels as set out in the proposed budget report. The Bursar appraised gobs on the contributory factors to the income and expenditure by years (incl change to the school becoming one-form entry for the foreseeable future, etc).

The Bursar reported that further exploration is being done with the intention of reducing expenditure levels in catering, buildings and maintenance, agency staff costs. Gobs were informed of the additional costs incurred in Yr 1 of £113,084 to cover – teaching staff sickness costs, redundancy payments and Health & Safety, legacy contract costs and repair costs.

Gobs also reviewed and discussed the income and expenditure levels for 2022/23 and 2023/24.

- 1. Why are the New Wave teaching staff recharge costs increasing in yrs 2 & 3 and wouldn't it be less expensive to have more perm staff employed to TF with the aim of bringing the budget in line with expectations?**

The Bursar stated that it goes up this year due to staff being there only from Sept 2021. It was noted that the decision was taken not to employ an additional teacher at TF in yr 2.

- 2. Would it make any difference in costs with not employing a perm teacher?**

The Bursar confirmed that it would not make any difference as the same costs was reflected in another reporting line. It was noted that when new staff are employed, they would be added to the TF payroll with the seconded staff from New Wave returning to their substantive role within the Federation.

- 3. Do the recharge costs exceed what was set for the staffing structure for the school?**

The Bursar stated that the overall costs for staff was comparable to what was there before. It was noted that this could be explored further to see if there were any changes.

- 4. Was the school expecting funding from the local authority for health and safety?**

The Executive Head stated that the local authority had allocated £25k to improve the canopy within the reception area and £60k towards improving the provision for early years.

- 5. Does the recharge model compare like for like with appointing substantive staff?**

The Executive Head stated that TF is judged as requires improvement and is best lead by experienced leaders and teaching staff. It was noted that the proposed staffing structure will be more experienced than what was previously budgeted for to ensure that the school deliver quality education to pupils. The Executive Head

highlighted that the Attendance Officer role has been deleted from the new staffing structure despite the school requiring expert support in improving pupil attendance levels.

The Executive Headteacher informed govs that the aspiration is to get the teaching staff at Thomas Fairchild to a high standard that can turn the school around within the shortest possible time (incl ensuring consistent strategic leadership at the school).

6. What has increased the legacy redundancy payments?

The Bursar stated that the redundancy costs for 3 staff remains unsettled and discussions were ongoing with the local authority to determine liability.

Outstanding Employment Tribunal Claim

The Executive Head and Bursar updated the Board on the outstanding Employment Tribunal Claim and the school could be tasked to pick up any costs awarded by the Tribunal, which is identified as possibly a significant cost.

3yr CFR Comparison

The Bursar updated the Board on the **3yr CFR Comparison**.

During his submission, the Bursar updated the Board on the larger budget headers across the next 3 financial years (incl 2021/22).

7. What is the difference with recharges for Admin staff?

The Bursar stated that the recharges for Admin staff incl in part – the Federation Business Manager, Finance Officer and Parental Engagement Officer from New Wave. It was noted that due to the needs of the school, admin staff were seconded to support the school. The Executive Head also updated the Board on the work of the Family Liaison Officer.

Govs discussed and noted areas where savings could possibly be achieved.

8. Was any modelling done around the realistic timeframe in reducing the deficit?

The Bursar stated that some work would have to be done but noted that given the current situation, the deficit is not likely to be eliminated by the end of yr 3 but could start evidencing a reduction in yrs 4 & 5. It was noted that an increase in pupil numbers could aid in reducing the deficit.

Recommendations

- a. Govs recommended receiving an explanation on the staffing costs given that it was the substantial element of the proposed budget.
- b. Hold further discussions with the local authority with the aim of them assuming responsibility for the deficit as opposed to the new Governing Board.
- c. Ensuring that the Federation does not suffer in other areas with the secondment of staff to support Thomas Fairchild.
- d. Consider reviewing the staffing structure to ensure it meets the needs of the school whilst aligning it with the school's current financial position.

Decision

The Governing Board agreed the following:

1. Approved the proposed Budget 2021/22.
2. To note the 3yr CFR Comparison Report & Staffing Structure

3. Any other Business

No other business for discussion.

Meeting ends at 6.05pm

Approved for (and on behalf of) the **GOVERNING BOARD**

*Chair of Full Governing Board
(or Chair of Meeting)*

Date