

**MINUTES FOR EXTRA FULL GOVERNING BODY MEETING  
MONDAY 18th APRIL 2016 AT 6.30 PM**

**1. Present**

- Mohammed Alavi (LA Governor)
- Terance Glasspool (Co-Opted Governor w.e.f. 18/06/15)
- Julie Hill (Associate Governor w.e.f. 18/06/15)
- Jameela Hizam (Parent Governor)
- Kerrie Holland (Parent Governor)
- Kalsom Khan (Head teacher)
- Mike Midgley (Co-Opted Governor)
- Nick Roberts (Teacher Governor)
- Sylvia Williams (Parent Governor)

**2. Apologies:**

- Kaytee Dewolfe (Parent Governor)
- Chris Lawrence-Pietroni (Parent Governor) Work commitment
- Azhar Qayum (Parent Governor)

**3. Absent/Resignations**

	<b><u>ACTION TO DO</u></b>								
<p>Open and Welcome by Mike (Vice-Chair) in absence of Chris (Chair).</p> <p><b>1. <u>Apologies &amp; Welcome</u></b> Please see above.</p> <p><b>2. <u>Declaration Of Business Interests (pecuniary interests)</u></b> Governors were asked to declare any changes to business interests for this academic year 2015/16. Response: no changes.</p> <p><b>3. <u>Governors Code of Conduct</u></b> All Governors in attendance have duly completed and returned form to clerk.</p> <p><b>4. <u>Ground Rules</u></b> Reminded Governors of the Ground Rules agreed at the previous meeting:-</p> <ol style="list-style-type: none"> <li>1. Agenda Control. Have a Time Keeper, raise Yellow card = 2 minutes left or raise Red card = stop.</li> <li>2. Present item, discuss and then have questions afterward to allow everyone an opportunity to contribute and add their experiences.</li> <li>3. Avoid repetitions by recapping an entire agenda item that appeared on a previous agenda. Give updates only.</li> <li>4. Although we appreciate the need to use some technical language, we will avoid the use of jargon where possible. However, add an explanation if jargon needs to be used.</li> <li>5. All agree to begin the meeting promptly.</li> </ol> <p><b>5. <u>The Budget Plan</u></b> Julie circulated copies of the Budget Proposal for 2016-17 to Governors (Handout 1) and also List of 'Cost Centre Allocations' in Alphabetical order (Handout 2). MM (Vice-Chair) explained the purpose of this meeting is to agree and ratify the budget previously discussed in detail by the Finance Committee. I.e. Look at the finance available, where money is to be allocated and how it is to be spent for this budget year 2016-17.</p> <p><b><u>IMPACT on Learning and Teaching:</u></b> <b>Governors had a good understanding of whole school priorities and were involved in strategic action planning.</b></p>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">√</td> <td style="width: 30%;">Challenge</td> <td style="width: 15%; text-align: center;">√</td> <td style="width: 30%;">Compare</td> <td style="width: 15%; text-align: center;">√</td> <td style="width: 15%;">Consult</td> <td style="width: 15%; text-align: center;">√</td> <td style="width: 15%;">Competition</td> </tr> </table>	√	Challenge	√	Compare	√	Consult	√	Competition	
√	Challenge	√	Compare	√	Consult	√	Competition		

## 6. The Budget Plan

MM (Vice Chair Finance and Governing Body) explained the Finance and Staffing Committee agreed the figures at the last meeting 18-04-15 at 5pm – 6pm. This includes the budget proposals for the allocation of money 2016-17.

### Total Funding

Primary Funding	£2,532,654.00
Early Years Funding	£ 127,088.00
Devolved Capital	£ 10,152.00
Estimated Pupil Premium	<u>£ 182,160.00</u>
	<b><u>£2,852,054.00</u></b>

### Additional Information

JH explained at the time of compiling the budget figures we have not received a figure for Pupil Premium and have been informed that the DfE will not inform us of these figures until June 2016. Julie has therefore put in an estimated amount based on the number of children who took a free school meal on Census day in January 2016 (138) multiplied by £1320.00 (amount per pupil).

It is anticipated that the Carry Forward Balance from 2015-16 will be approximately £400k. However, the bulk of this is committed to the Dining Room extension which is now underway. Schools Financial Services have been informed the protected nature of the Carry Forward.

### JH also explained in detail to Governors Proposals for the Carry Forward:- Dining Room Project

We have accumulated £220,000.00 for the project from the School Budget Share and £45,822.00 of Devolved Capital for this project. Julie has allocated £50,000.00 from the budget allocation to this project as she anticipates they will be required to pay at least 1 interim payment prior to the carry forward figures being confirmed. However, a further **£170,000.00** will be required along with the devolved capital funding in order that all costs for this project can be met.

### Former NUT Building

We allocated **£80,000.00** to the project from the carry forward from 2015-15. Julie suggested that they aim to put at least this amount aside from the 2015-16 carry forward.

### Purchase of iPads

As part of this budget bid the ICT Co-ordinator requested **£56,000.00** for the purchase of more iPads and other associated equipment.

### Year 6 Residential (PP)

The cost of this for October 2016 will be **£16200** as Year 6 will be 3 Form Entry from September 2016.

Pupil Premium money is used for this valuable trip from which children benefit immensely.

### Basic Materials

An initial allocation of £10,000.00 has been made, with a further **£20,000.00** being allocated from the carry forward.

### Furniture

Julie suggested that **£20,000.00** is allocated for new furniture in the Year 4 classrooms to match the furniture which is in the Year 5 and 6 rooms, this has proved highly successful and is of a high quality. This will cost approximately £13,000.00 but the amount suggested allows for any other furniture requirements throughout the year.

### Educational Visits (PP)

**£6,500.00** to allow each child £10.00 towards visits throughout the year.

### Maternity Leave Costs

We currently have 2 members of staff on maternity leave and another teacher due to start her maternity leave on 18<sup>th</sup> May 2016. This has an impact on the budget as we will require approximately £65,000.00 for cover costs throughout their absence. This may go up or down depending on when the employees decide to

return to school. Julie has allocated £35,000.00 in the first instance but a further **£30,000.00** will be required from the carry forward.

**Pupil Premium (PP)**

As mentioned earlier we will not receive the actual PP figures until June 2016. Julie has allocated funding into the Staff Cost Centres to cover the salaries of those members of staff who are paid through Pupil Premium Funding. Julie has also allocated funding to cover the Malachi costs, which provides counselling for those families who require this kind of support.

**Summary**

It has proved to be a quite tight budget to set this year and could be a year where we do not have so much flexibility in the finances. Julie would expect the situation to improve when the carry forward is confirmed and received and also when the actual Pupil Premium is confirmed.

**Governor asked questions:-**

- a. *Educational Visits - Do you expect to have 650 pupils?* JH responded yes in September 2016 and we currently have 632 pupils.
- b. *Dining Room Project - Will the £170,000.00 planned come from the carry forward figure?* JH responded yes.
- c. *Dining Room Project – How much do you expect it will cost in total?* JH explained cost of build is £223k.
- d. *Former NUT Building – Do we still have to pay Council Tax for this empty building?* JH responded yes and expect the bill to be adjusted in 2016/17.
- e. *Former NUT Building – Will be able to change status?* JH explained yes when eventually the building is utilised, it will be classed as a school building.

**Ratify Budget 2015-16**

MM informed Governors that Julie answered all questions Governors raised at the Finance and Staffing Committee. **Thus MM propose Governors accept and approve the Budget Plan for 2015-17 recommended by the Finance Committee. Vice-Chair MM asked all in favour?**

**Proposed by SW and Seconded by Jameela.**

**All Governors in attendance unanimously accepted the Budget Plan for 2016-17. No objections.**

**Vice-Chair (MM) signed the approved Budget Plan for 2016-17.**

**Action:** JH to proceed with implementing the Budget Plan for 2016-17.

**IMPACT on Learning and Teaching:**

**Governors had a good understanding of whole school priorities and were involved in strategic action planning.**

√	<b>Challenge</b>	√	<b>Compare</b>	√	<b>Consult</b>	√	<b>Competition</b>
---	------------------	---	----------------	---	----------------	---	--------------------

**15. Dates for Future Meetings**

**Birmingham Governors Network - Saturday 25/06/16 cost £90.**

**Action:** JH taken names of those who wish to attend and will complete form and authorise payment.

**Sats Week – Start 9/5/16**

**Action Planning Day – KK to email date to Governors.**

**Full Governing Body Meetings:-**

Governors agreed to having 2 dates per term for full Governing Body meetings W.e.f. 12/10/15 alternating to Monday & Wednesday)

- Monday 16/05/16 at 6.30pm (Apologies from TG)
- Wednesday 15/06/16 at 6.30pm

The chair thanked everyone for attending. The Governors thanked Kalsom for the catering facilities. Meeting closed at 7pm.

--	--