MINUTES FOR EXTRA FULL GOVERNING BODY MEETING
Monday 3rd APRIL 2017 at 6.30 PM

1. Present

- **Mr Razwan Ali (New Parent Governor)**
- **Terance Glasspool (Co-Opted Governor w.e.f. 18/06/15)**
- **Ms Suado Jabrel (New Parent Governor)**
- **Kerrie Holland (Parent Governor)**
- **Kalsom Khan (Head teacher)**
- **Chris Lawrence-Pietroni (Parent Governor)**
- **Rich Malcolm (Associate Governor w.e.f. 18/06/15)**
- **Mike Midgley (Co-Opted Governor w.e.f. 18/06/15)**
- **Azhar Qayum (Parent Governor)**
- **Nick Roberts (Teacher Governor)**
- **Sylvia Williams (Parent Governor)**
- **Julie Hill (Associate Governor w.e.f. 18/06/15)**
- **Liz Bakalou (Observer)**
- **Marchel Smith (Observer)**

2. Apologies: **None** **3. Absent/Resignations:** **None**

	ACTION TO DO

Open and welcome by Chair

Apologies & Welcome

Please see above.

1. Declaration Of Business Interests (pecuniary interests)

Governors were asked to declare any changes to business interests for this academic year 2011/17. Response: No changes.

2. Governors Code of Conduct

Governing Body all agreed to accept Code of Conduct 2016.

3. Ground Rules

Reminded Governors of the Ground Rules agreed at the previous meeting:-

1. Agenda Control. Have a Time Keeper, raise Yellow card = 2 minutes left or raise Red card = stop.
2. Present item, discuss and then have questions afterward to allow everyone an opportunity to contribute and add their experiences.
3. Avoid repetitions by recapping an entire agenda item that appeared on a previous agenda. Give updates only.
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.
5. All agree to begin the meeting promptly.

4. Minutes of Finance Committee Meeting 03/04/17

Julie circulated copies of the Budget Proposal for 2017-18 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, who also asked various questions. I.e. Look at the finance available, where money is to be allocated and how it is to be spent for this budget year 2017-18.

IMPACT on Learning and Teaching:

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

√	**Challenge**	√	**Compare**	√	**Consult**	√	**Competition**

5. The Budget Plan:-

MM (Chair of Finance Committee and Vice-Chair of Governing Body) explained the Finance Committee agreed the figures at the last meeting 03-04-17 at 5pm – 6pm. This includes the budget proposals for the allocation of money 2017-18.

Total Funding Available as shown on S251 Statement = £2,668,009.00

Pupil Entitlement Funding:	£1,765,791.00
FSM Ever 6 Funding	£276,403.00
Income Deprivation Affecting Children Funding	£17,306.00
Low Prior Attainment	£312,594.00
English as an Additional Language	£15,073.00
Looked After Children	£3,278.00
Pupil Mobility	£8,014.00
Lump Sum	£150,000.00
Rates	£27,537.00
Early Years Funding	£95,196.00
Devolved Capital Funding	£10,152.00
Funding De-Delegated to be managed Centrally	(£13,335.00)

Total Funding Available as shown on S251 Statement = £2,668,009.00

Estimated Pupil Premium (PP) - £195,360.00 (this is the minimum we can expect based on 148 children on FSM census day with an entitlement of £1320.00)

Funding available budget plan = £2,863,369.00

The proposed budget plan and a copy of the S251 are attached and form part of this report.

Other funding which should become available throughout the financial year is as follows:
Balance of Pupil Premium – not confirmed until June 17.

- Total Allocation for 2016-17 was £318,700.00

UFSM Funding – not confirmed until June 17

- Allocation for 2016-17 was £78,897.00

Crisp Top up Funding notifications are received termly

- £14, 256.67

School meals payments:

- Monies from school meals are now paid into our budget.

Confirmed Carry Forward Balances:

- School Budget Share
  Estimated Carry Forward between £250,000.00 and £275,000.00 (not confirmed until May/June 2017) this would represent 7.6% of the total funds received in 2016-17 which is just below the recommended 8%. This is clearly reduced on previous years as we have now carried out major building project to extend the dining area.
- Devolved Capital
  £11123.04 not confirmed until May/June 2017

Overview:
In order to produce a balanced budget it has been necessary again to estimate the Pupil Premium Funding. This is a conservative estimate to avoid the risk of over allocating funds. Prior to 2016 the initial PP allocation was shown on the S251 statement but figures will again not be available until June 2017.

All budget holders are requested to submit budget bids for their curriculum area in accordance with plans for the coming year. Bids have been analysed by Kalsom and JH and sums agreed have been allocated to cost centres. Staff will not be

informed of their allocations until the budget has been ratified by Governors.

Supply Costs:
A total of £168,905 was spent on supply during 2016-17. JH at this stage only allocated £30,000 to the Agency Staff Sickness and Agency Staff Vacancy cost centres, to allow the funding available to be distributed across the cost centres, this will clearly need to be increased as the year progress. Governors should be aware that we have had two long term sickness absences this year which has increased the staff sickness budget considerably (Approximately £20,000.00). At this point in time we are only aware of one maternity leave. This is a part-time teacher working 3 days per week therefore, JH has allocated £20,000.00 to the maternity leave cost centre.

School Meals:
Received notification from City Serve this week recommending that schools charge £2.25 per meal with effect from 1st April 2017. This will increase our current charges for KS2 children by £1.00 per week to £11.25. This is the first increase we will have implemented since April 2015.
Action: Approval for this increase is sought from Governors. See (c) below.

Proposals for Carry Forward:
Year 6 Residential Visit (PP)
As in previous years a fully funded residential visit has been organised for the Children in Year 6 which is paid from Pupil Premium. The cost of this is expected to be £16200.00
Basic Materials:
It is expected that Basic Materials which require an additional £20,000.00.
Improvement Costs:
There may be additional costs around working with other professionals to address the issues raised by the recent Ofsted Inspection. An initial allocation of £15,000 has been made, at this point in time it is not known how much this will cost.
Refurbishment of School House:
JH propose that we obtain quotes for the refurbishment of the school house in the coming financial year, as it has now been empty for 3 years and could be a valuable resource. Figures not known at this stage.
Contingency/Reserves:
In light of the impending cuts to school budgets JH would recommend that we proceed with caution this financial year to reduce the risk of deficit budgets.
JH has recently had new software installed to produce a detailed 5 year forecast on budget figures and is also in the process of inputting the information to generate the reports. A detailed report should be available for the next Finance and Staffing meeting.

A 1.5% reduction in budgets year on year would result in a significant reduction in budgets over the next 3 years:

- 2018–19 = a possible reduction of approximately £39,868
- 2019-20 = a possible reduction on approximately £39,270
- 2020-21 = a possible reduction on approximately £38,681

Governor asked questions:-

a. *What does the spending on Incentives entail?* LB explained lots of rewards as incentives. E.g. Rewards for improving attendance, this is why attendance has improved over the years. Rewards include prizes such as; 4 bikes per half-term. Before they spent the same amount on incentives without rewards and attendance not improved.
b. *What is the percentage needed to achieve good attendance?* LB responded the national average is 96%.
c. *What is the increase for school meals?* JH as previously explained, received notification from City Serve this week recommending that schools charge £2.25 per meal with effect from 1st April 2017. This is the first increase we will have implemented since April 2015, where previously charged £2.05 per

meal. Governors discussed price increase appreciate cost of food etc has increased and also the possibility getting quality meals cheaper than £2.25 **c) JH**

Action: *Governors approved increase. However asked JH to send email to City Serve. I.e. Governors approved increase but question the 20p rise and asked for an explanation.*

d. Can you choose another provider other than City Serve? JH responded yes and explained this has previously been discussed and looked at outside providers. City Serve provides both Catering and Cleaning services and the staff are not employed by the school but by City Serve and the amount the school has to pay is included in the budget. They very rarely get any complaints, if do City Serve look into it and resolve quickly. KK also explained aware other schools have left City Serve for outside providers but are now on their 3rd/4th provider. Governors discussed pros and cons and shared experiences, some horrendous. E.g. Start well but standards not kept up due to limitations re: costs and lack of experience in the school sector.
Action: KK asked Governors if want her to look at other providers? Governors agreed following discussions to remain with City Serve at present but accepted KK suggestion to look at this via STEP. **d) KK**

e. *What is the length of the contract and is it fixed term?* JH explained City Serve provide both Catering and Cleaning services who are a trading arm of Birmingham City Council (BCC), which is a yearly contract. The Chair C.L-P explained the Finance Committee have looked to ensure they are providing value for money and they get this. However, it is still good to re-test this.

Ratify Budget 2017-18

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 2017-18 recommended by the Finance Committee. MM (Vice-Chair of Governing Body) asked if all in favour? Proposed by MM and Seconded by KH**
All Governors in attendance unanimously accepted the Budget Plan for 2017-18. No objections.
Vice-Chair (MM) signed the approved Budget Plan for 2017-18.

Chair explained to Governors he has looked in detail at the School Financial Value Standards (SFVS) and Governors agreed for Chair to sign SFVS for 2017/18. KK filed copy in GB file.

Action: JH to proceed with implementing the Budget Plan for 2017-18.

IMPACT on Learning and Teaching:
Governors had a good understanding of whole school priorities and were involved in strategic action planning.

√	**Challenge**	√	**Compare**	√	**Consult**		**Competition**

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

03/04/17 From Kalsom To All Governors:

DATES OF FUTURE MEETINGS & GOVERNING BODY MEETINGS:-

MEETINGS	DATES	VENUE	COMMENTS
Finance and Staffing Committee	**To be confirmed**	**Park Hill School**	
General Purposes (GP) Committee will now be separate to Finance and Staffing General Purposes Committee as agreed by Governors W.e.f. 17/01/17	**28/06/17** **12.30 lunch** **1-1.45 Safety audit** **1.45 to 3.15 meeting**	**Park Hill School**	**Purpose:** **12.30 lunch** **1-1.45 Safety audit** **1.45 to 3.15 meeting**
Achievement and Attainment (Curriculum) Committee	**To be confirmed**	**Park Hill School**	**Purpose: Becki Stoiber to report on SEN**
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 08/05/17 at 6.30pm**	**Park Hill School**	
Governor's Action Planning Day	**Monday 03/07/17**	**To Be Confirmed for** The Beeches Training Centre in Bourneville. **Address is:** Beeches Management Centre, Selly Oak Road, Bourneville, B30 1LS.	**Please contact Julie to confirm you are able or unable to attend and your dietary requirements.**

If you are **unable to attend any Committee Meetings, please contact the Chair of your Committee or Kalsom Khan**. If you are unable to attend Full Governing Body Meeting, please contact Julie Hill or Kalsom Khan at Park Hill School.
The Chair thanked everyone for attending. The Governors thanked Kalsom for the catering facilities.