**SUTTON ON THE FOREST CHURCH OF ENGLAND**

**VOLUNTARY CONTROLLED PRIMARY SCHOOL**

**MINUTES FOR EXTRAORDINARY FULL GOVERNING BODY MEETING HELD ON WEDNESDAY 22nd MAY 2019 AT 10am**

# *Small school, big heart, aiming higher together*

### *Our vision is to value everyone to enable them to develop curiosity, ignite a love of learning, discover talents and reach their full potential in a caring and secure environment.*

### *This vision is rooted in our Christian values of respect, compassion, friendship and perseverance that are at the heart of our school.*

### *1 Peter 3.8:  ‘…be like-minded, be sympathetic, love one another, be compassionate and humble.’*

### *Proverbs 22:6: ‘Start children off in the way they should go, and even when they are old they will not turn from it.’*

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| **Core Functions of a Governing Body:**Ensuring clarity of vision, ethos and strategic direction.* Holding the Headteacher to account for the educational performance of the school and its pupils.
* Overseeing the financial performance of the school and making sure its money is well spent.
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**PRESENT: Prof H Hall (Chair), Mrs H Pye (Headteacher), Mrs T Comfort, Mrs H Morris,**

**Mrs V Gale**

**IN ATTENDANCE: Christine Knights (Clerk), Caroline Davies (Bursar)**

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**Gov 1** The Chair thanked Governors for attending this additional meeting to approve the school’s 2019-2020 Start Budget.

**Gov 2** All Governors had been informed of the meeting and provided with papers by email 7 days in advance. Apologies had been received from Mr G Redfern and Mrs Fineran.

**Gov 3** a)The Bursar presented the 2018-2019 Outturn Budget, confirming the forecast positive position which had been discussed in detail at the Governing Body meeting on 20th March. Although £11k budget deficit had been anticipated for 2018-2019, the Bursar reported that the school had ended the year with a positive balance of £1,173.

 b) The Bursar introduced the 2019-2020 Start Budget and invited questions.

c) The Chair expressed concern that although 2018-2019 had ended with the school in credit, a deficit was again forecast for 2019-2020, with the position after 5 years being a deficit on a scale not previously seen in the school.

The Bursar highlighted how quickly the position could change going forward. With £3.5k added to the budget per pupil, one new additional pupil would entirely eliminate the deficit for 2019-2020.

The Bursar advised Governors that the school is in a stronger position than the budget figures might suggest. There is potential for pupil numbers to be increased and the Bursar expects the picture going forward to improve. She also emphasised that years 4 and 5 of the budget are very difficult to predict and that there are a range of factors that will influence the financial situation, as discussed in the 20th March Governing Body meeting.

d) A Governor asked whether it would be necessary to increase the cost of school meals, has had been previously suggested, and/or change arrangements for school meal provision.

The Bursar did not believe that this was necessary at this stage. Governors would continue to monitor school meals expenditure and income.

e) A Governor queried whether there were any charges outstanding on Parent Pay.

The Headteacher confirmed that, apart from one or two families, all payments were up to date.

f) The Headteacher commented that Veritau had not yet audited the school this year.

The Chair asked the Headteacher to confirm that Veritau had provided the service as specified in the contract.

g) The Chair asked the Bursar to clarify the note “16 Low” relating to supply teacher insurance

The Bursar explained that this insurance cover is provided through County, and provides £120 a day (the “low” cover) after 16 days’ teacher absence. The Bursar recommended the County scheme, as there have been difficulties with other providers.

h) A Governor queried whether the water and sewerage budget figure was based on average usage rather than the usage in 2018-2019 when there had been a significant leak.

The Bursar confirmed that the figure used was the average, as noted in the “comments” column. She added that the figure for electricity was based on 2018-2019 plus inflation.

i) The Chair queried the meaning of “other occupation costs” on page 4.

The Bursar explained that this refers to costs which are not “general learning expenses” eg light bulbs, bin emptying.

j) A Governor requested confirmation that staffing levels included in the Start Budget reflected the same class structure as in 2018-2019.

The Headteacher confirmed there would not be changes to class structure, referring back to the detailed discussion in the meeting held on May 8th.

k) The Chair thanked the Bursar for her clear presentation of the budget. He also expressed his appreciation for her hard work and considerable contribution to the school having been able to achieve a positive budget position at the end of 2018-2019.

**Governors approved the Start Budget for 2019-2020.**

**Gov 4.** Date of next meeting 5th June 6:00pm

The meeting closed at 10:30 am.