St Michael's Church of England, VA, Primary and Nursery School

Finance and General Purposes meeting minutes

15.03.23

Attendees: Pippa Van-Kuijk, Olivia Corfield, David Hibberd and John Neenan

Also Attending: Fiona Tibbitt (clerk and Business Manager)

KEY: Challenge, Support, SIAMS

1	**Welcome** DH welcomed everyone to the meeting DH declared his business interests as being the school's IT technician with regards to the budget setting discussions.	**ACTIONS**
2	**Confirmation of minutes from 23.02.23** All approved the minutes as a true record of the meeting. **Matters Arising** The funding side of the sports premium template has been completed the PE/Sports lead is completing the form ready for the FGB meeting. It was agreed the Asset register will be completed in the summer term and an outside agency can be used. The value of items to be covered on the register was agreed at £200, this is to be matched with the school's finance policy.	PE/Sports grant form to go to FGB Asset Register to be completed, Finance Policy to be checked.
3	**School Partnership proposal discussion** Governors discussed the request for JN to become a larger part of running Erpingham and Northrepps schools by forming an official partnership. This has been requested previously but decided not the right time due to journey St Michael's was on. JN agreed to give support to the new head in September. A month ago he had call from MHH from NCC asking him to consider the partnership. There have been initial ongoing discussions with OC, DH and the chairs from Blue Sky Federation (BSF). The proposal is that JN would be paid 3 days from St Michael's budget and 2 days from BSF. Some background to the difficulty in finding a permanent head for BSF was discussed. The current temporary head of BSF would like to step back to DHT without the finance and HR responsibility. The difficulty in recruiting heads in Norfolk was discussed; JN has had approaches from the Lighthouse Federation as well as the Belfry recently. Which he has turned down. An organogram of the schools was looked at by governors. It was highlighted that they would need to ensure the move was not detrimental to St Michael's School. JN is passing the SENCO role fulling on to AS after Easter and would step down from extra Diocese committees if the partnership went ahead. JP day would have an extra day out of class to take on more of her curriculum duties and staff monitoring as well as other strategic operations within the school. JP and JN would both go up 2 points on the pay scales for stepping up. There will be admin support in the school office. SM is becoming an additional DDSL and has been completing EHAP training. FT would also take on a greater role within safeguarding. JP is excited at the prospect, particularly because the school use the same phonics and maths schemes and have a good site for Forest School/Outdoor Explorers. They also have 2 mini buses.	

	The staffing structures at BSF were discussed. It was confirmed that the current ECT will be able to take on some subject leadership roles in September. Governors need to carry out due diligence of the proposal. They are able to ask the partnership for anything necessary to get a full view of the financial and curriculum situation they are in. As JN has been advising the current head he is aware of a lot of this. There curriculum is on an improving trajectory. Current numbers on roll are approximately; Northrepps 40 and Erpingham 60.	
	Budget setting for 2023-24 and BCR monitoring The BCRs had been shared on Govenorhub prior to the meeting. Governors asked for the extra cost on the telephone line from Vodafone. FT explained this was due to old invoices that Vodafone had not sent to the school but had only sent statements. They would not give the school a log in to the portal to view invoices due to data protection rules and would also not email copy invoices. FT could not pay without seeing the invoices which she was aware were approximately £8- £16 a month before the school had changed to a VOIP service. Eventually Vodafone agreed to send all the copy invoices so FT paid them in one go which came to around £200. As the contract has ended there will be no more to pay. 2 budgets had been set by FT, JN and Chris Jefferson the NCC finance officer, the original budget for the school staying on its own. The trial budget if the school goes into partnership. There was a lot of discussion regarding the fact the original budget shows a deficit in all 3 years. Governors have never agreed a budget in this position before. The staffing costs were discussed, mainly being the increase in teacher and supports staff pay with no additional grant to cover this. It was agreed the pay awards were necessary but that there needed to be additional government income to cover them. The partnership budget was in surplus but with any temporary contracts cancelled which is not ideal. Governors agreed the school requires additional admin support as the school has grown too much for one person to manage all finance and admin. The pupil forecasts were discussed for the next 2 years. It was agreed to put in known figures for this October and optimistically cautious for 2025-26 MSAG was questioned, FT explained it was the main school additional grant, which the government had granted to help with the cost of living crisis. I018 was confirmed as the corona recovery grant It was confirmed that there was a PP increase on line I019. It was confirmed any changes that were not due to the partnership proposal were being made to both budgets to ensure a true comparison was being made. The supply line was queried as there had been a lot of need for supply this year. The same on for support staff supply. E22 was queried, it was confirmed a new tree survey will be needed so this will need to be budgeted for. Governors were happy to approve the budget to go to FGB for approval.	Both budgets to go forward to FGB.