



'A cord of three strands is not easily broken.' Ecclesiastes 4:12  
Inspiring a love of learning through the  
bonds of **family, faith and friendship.**

## Folksworth Church of England Primary School

### Virtual Extraordinary Full Governing Body Meeting Thursday 25<sup>th</sup> April 2024 at 7.00pm

## Minutes

KEY: **Governor Challenge** **Governor Approval**

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| <b>Present</b><br>M. Norbury (Headteacher), C. Kirk (Chair), A. Pickstone, C. Armstrong, G. Jessop, D. Quinn and R. Duncan<br><b>Also Present</b><br>J. Harris (Clerk)<br><b>Not Present</b><br>K. Hart |
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| No | Agenda Item  |
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| 1  | <b>Opening Prayer</b><br>An opening prayer was led by the Chair.   |
| 2  | <b>Welcome and Apologies</b><br>The Chair welcomed everyone and explained that the main focus of the meeting was approval of the budget, as this needed to be submitted to the Local Authority by the 10 <sup>th</sup> of May. The budget would be looked at in detail, as the Resources Committee had not met to review it.   |
| 3  | <b>Declarations of Interest</b><br>There were no declarations of interest.   |
| 4  | <b>Agree Minutes of the last meeting held on the 18<sup>th</sup> of March 2024</b><br>A copy of the minutes had been shared prior to the meeting. The minutes were agreed as a true record, subject to two corrections. <ul style="list-style-type: none"><li>• D. Quinn had been Chair for the Resources Committee item.</li><li>• A sentence within the second bullet point under the Headteacher's Report item should read 'Pupils were able to do friendship cards instead and parents were asked for their views'.</li></ul>              |
| 5  | <b>Matters Arising from the Minutes of the Last Meeting</b> <ul style="list-style-type: none"><li>• The Chair was to share some proposed dates for a separate meeting to discuss options for small schools.</li><li>• C. Armstrong had arranged visits for Mathematics and Writing.</li><li>• The completed school's financial value standard for 2023/24 had been submitted to the Local Authority before the 31st of March deadline. <b>A governor asked if there had been any feedback</b> and was told that there had been none.</li></ul> |

Signed by.....

Chair of Governors

Agreed at Full Governing Body Meeting 16.05.24

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|   | <ul style="list-style-type: none"> <li>• K. Hart was to arrange a safeguarding visit.</li> </ul>  |
| 6 | <p><b>Correspondence</b><br/>The Chair advised that there had not been any correspondence since the last meeting.</p>   |
| 7 | <p><b>Resources</b><br/><b>Budget for 2023/24 – Update on Year End Position</b><br/>Prior to the meeting a CFR report for year-end had been shared. The Headteacher explained that the school had used more of the carry forward from the previous year than expected due to some unexpected costs. The school had to replace a steamer in the kitchen, at a cost of £4,000 and also had to take over school meals provision half way through the year. The Local Authority had advised the school to adjust the allocation so that it was actual due to moving to a new finance system part way through the year. The school had spent £3,500 more than expected on gas but had ended the year with a carry forward of around £159.00. Pupils who had moved from another local school that was closing mid-year had cost implications. Governors congratulated the Headteacher and Finance Manager on a positive budget despite pressures.</p> <p><b>Budget for 2024-25 – Approve Proposed Budget</b><br/>A cost centre report for years 2024/25 to 2026/27 had been shared prior to the meeting. The Headteacher explained that she had kept the staffing structure the same, including a job share. The job share was a temporary arrangement until the 31<sup>st</sup> of August 2024. If this was to continue for 2024/25 the staff member would need to request this in writing for governors to approve at the May full governing body meeting. The budget had been based upon the job share continuing. It was explained that income and expenditure had been based upon 2023/24. The school had used the P.E. and Sports Grant to pay for mid-day supervisors who were leading activities at lunchtimes. The school had cancelled support from the Youth Dreams Project from September. Rates were showing as zero as this was paid by the Local Authority. Income from the breakfast club and Stay and Play provision was increasing. The budget for continuing professional development had been reduced. Local Authority support would be at a minimum, with support for the Headteacher’s Performance Management and 1 visit a year from the School Improvement Advisor. The school would not be printing journals for 2024/25. Teacher absence insurance had been at a discounted rate through the Local Authority and was over £2,000. The school had sought quotes and managed to find a better deal at a cost of £800.00. The school would now be able to claim for teacher absences after 3 days rather than 5 days. A governor asked if this had been checked with the Local Authority Schools Finance Team and this was confirmed. The school was forecasting a carry forward of around £249.00 at the end of 2024/25. Governors thanked the Headteacher for highlighting savings. A governor asked how much the school had been paying for support from the Youth Dreams Project. The Headteacher advised that it had been £10,000 and this funding had been redirected. A governor asked about the biggest impact of savings. It was hoped that after school clubs would be able to continue, if the Youth Dreams Project</p> |

Signed by.....

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|   | <p>were happy to run them for an hour, and journals. A governor asked if views had been sought from parents regarding journals. The Headteacher advised that they had not but she no longer felt that journals were valued anymore. A governor about contingency plans for energy costs as these were unpredictable. It was explained that the school had allowed the same amount as the previous year as charges were expected to reduce.</p> <p>A governor asked about support staff absence. The Headteacher explained that the school had never had insurance for this. She had allocated some funding, equivalent to a teaching assistant, for overtime. Other staff provided cover when teaching assistants were absent.</p> <p>A governor asked about a reduction in capital funding. The Headteacher explained that in 2023/24 the school had carried forward some capital funding and also had a bonus for energy saving.</p> <p>A governor asked about the apprentice levy. The Headteacher explained that this was based upon a % of staffing costs and was paid by all schools. If the school had an apprentice it would be able to access funding.</p> <p>A governor asked if it was cost effective to pay for teacher absence insurance. The Headteacher confirmed that it was as absences were unexpected and had an impact.</p> <p>The Chair emphasised that having qualified teachers in classes ensured quality first teaching. It was also important to have qualified teaching assistants. The cost of these staff might require cuts in resources and training. A governor asked how teachers felt about cuts and was told that they were aware that the budget was tight. The Headteacher had spoken to teachers about cuts and they had preferred cuts to be made in resources rather than teaching assistant time. Sometimes it was necessary for teaching assistants to take pupils with high needs out of class. Teachers had been reflecting on what they actually needed. It was hoped that the following year the budget would not be as tight.</p> <p>A governor asked how the P. E and Sport Grant was being used and it was explained that this was mainly through the activities led by mid-day supervisors.</p> <p>A governor how Pupil Premium was being used and was told that it was used to fund support from teaching assistants.</p> <p>Governors appreciated that a lot of difficult decisions had to be made and that these had been discussed with staff. Governors were aware that income was £32,000 less than the previous year so 'well done'.</p> <p>Governors were happy to approve the budget for 2024/25.</p> <p>The Chair reminded governors that the strategy drives the budget.</p> <p>The Headteacher advised that the school had received some 'retrospective' funding to support the large number of in-year admissions in 2023/24.</p> |
| 8 | <p><b>Consider Governing Body Impact</b></p> <p>Governors had been able to gain a detailed understanding of the school's budget and were able to support the school in prioritising expenditure and ensuring it had a sound financial base. They had also been made aware of the key risks and what was being done to mitigate these.</p> <p>Governors has asked about grants and were reassured that these were being used effectively.</p> <p>Governors were aware that 84% of the budget was staffing costs but recognised that this was the biggest asset of the school. Teachers had been consulted about the budget and support this.</p>  |
| 9 | <p><b>Date of Next Meeting</b></p> <p>Thursday 16<sup>th</sup> of May 2024 at 7.00pm - The meeting would be held virtually through Teams.</p>  |

Signed by.....

Chair of Governors

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|                              | The Headteacher's mid-year performance management review was scheduled for the following week. Governors making up the panel for this were R. Duncan, C. Armstrong and K. Hart. |
| The meeting ended at 7.46pm. |   |

## Summary of Actions

| Agenda Item | Action   |
|-------------|--|
| 5           | C. Armstrong was to complete visits for Mathematics and Writing. |
|             | K. Hart was to complete a safeguarding visit in the summer term. |

**Signed by**.....

**Chair of Governors**

**Agreed at Full Governing Body Meeting 16.05.24**