

THE GOVERNING BODY OF ST. MARGARETS C of E JUNIOR SCHOOL

MINUTES OF A MEETING OF THE LOCAL GOVERNING BODY  
HELD ON 9 OCTOBER 2015 AT 9.00am

**PRESENT:** Julia Clarke (Chair), Joe Ennis, Paul Gabbett (HT), Christine Hornby, Laura Probert

**IN ATTENDANCE:** Denise Roche (Finance Officer)

**CLERK:** Klare Gregory (Medway Clerking Services)

Item	Main discussions and agreed actions	Action by
1	<p><b>Opening Prayer</b> The Chair opened the meeting with a prayer.</p>	
2	<p><b>Apologies for Absence (accepted/not accepted)</b> Apologies were received and accepted from Tanjore Venkataraman and Fiona Hunt. The Chair will contact Sally Pettiford (nee Hall), and retrospective apologies will be accepted. It is noted with concern that no apologies were received from Libby Sanderson, and the Governors agreed that retrospective apologies will not be accepted.</p>	
3	<p><b>Declaration of Governor's Interests</b> No business interests were declared.</p>	
4	<p><b>Approval of Balanced Budget</b> The Governors reviewed the Budget Form/3 Year Budget Plan derived from the EFA allocation.</p> <p>It was noted that the school are not receiving emails or remittance slips from the Education Funding Agency (EFA) so the presented budget is in draft format, as exact figures are unknown. The Governors were advised that the final budget is not expected to be any different from the presented budget. Denise Roche will contact Neville Bolton from the DfEtO to resolve the issue with not receiving email communication.</p> <p>The Governors were advised that the staff costs have increased from a budget plan reviewed previously. This increase in costs is due to the rise in employer NI contributions in April 2016 and the rise in employer's pension contributions from 18.3% to 20.1% following Academy conversion. The Breakfast Club staff costs are now reported as Administrative and Clerical Staff, as advised by Kent, instead of Other Support Staff. Denise Roche advised that no overtime costs have been included in the budget plan.</p> <p>The presented budget does not include the Education Services Grant (ESG) allocation as this will be held centrally by the Trust. It was explained to governors by the Chair of the Trust that this funding would be used for Trust salaries and other central costs including auditors and accountants fees. The Governors will await clarification on the central costs which will fall under the MAST remit. The budget plan does include an estimated rollover of £ 164,943 from the previous year's budget which is currently frozen by the LA.</p> <p><b>Following questioning by governors</b> they were advised that as a direct result of Academy conversion, the cost of the SIMS licence fee has increased significantly by £7000, also the monthly cashflow will be limited affected by the VAT refund process which will be a central Trust function and no longer being done on a monthly basis. In contrast, the rates expenses are expected to be significantly lower than reported as it is believed that Academies qualify for a 80% refund on the cost.</p>	

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	<p>The Governors challenged the Headteacher to explain what benefits the school was experiencing from the funding given to staff development and qualification training. The Headteacher confirmed that the school benefits from the projects and studies that the staff has to complete to certify their training course.</p> <p>The Governors were advised that when the school converted, as part of the conversion agreement, the school caretaker has had to be re-sited as the office he used is located on Infant School grounds. Building a suitable office within the Junior School grounds is a priority, since the eviction from the previous office. Building costs have been included on the budget plan as Grounds Maintenance, although it was suggested they could bid for capital funding retrospectively, in the Spring. <b>Governors expressed concern that the school was not compensated by the LA as part of the eviction.</b></p> <p>A Governor raised a concern regarding the benchmarking graphs for Education Support Staff. All Governors agreed this was a matter that required further consideration and discussion which would be best conducted in the Finance Committee meeting. <b>This matter will be added as an agenda item to the committee.</b></p> <p><b>Governors questioned if the budget was feasible and sustainable.</b> Denise Roche explained that the proposed budget was the worst case scenario. Therefore, any proposed expenses that aren't incurred or any additional income received, will serve to increase the total revenue reported and improve the overall budget plan.</p> <p>Difficulties have been noted in managing the PSF finance packageset up and initial operation causing significant increase workload for the Finance Officer. <b>The Headteacher expressed concern</b> regarding the additional workload and a system that still did not work effectively and <b>governors agreed that the Chair would meet with the Finance Officer to go through all areas of concern and to report these back to the Board.</b> It was also noted that the change to the monthly cashflow caused by the LA frozen budget was also having an impact on immediate finances and ability to pay all invoices. Denise Roche advised that she is expecting to receive more training on the finance package over the next few weeks.</p> <p>The Governors unanimously approved the budget and the Chair signed and dated a copy of the presented plan, with it being passed to the CFO and CEO for collating into the MAST budget</p>	<p>JC/Clerk</p> <p>JC</p>
5	<p><b>Urgent Correspondence</b> The Chair advised that no urgent correspondence had been received.</p>	
6	<p><b>AOB of an Urgent Nature</b> No AOB matters raised</p>	
7	<p><b>Confidentiality</b> The Governors agreed that no items require exclusion from published minutes.</p>	
8	<p><b>Date of Next Meeting</b> The next LGB meeting is to ratify the Headteacher appointment. This will take place on</p>	

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	either Thursday 22 <sup>nd</sup> October or Friday 23 <sup>rd</sup> October 2015, at 6.30pm. The date will be confirmed on Tuesday 20 <sup>th</sup> October 2015.	
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**Action Points**

Name	Item	Action
Julia Clarke/Clerk	4	Ensure matter is added to Finance Committee agenda.
Julia Clarke	4	Chair would meet with the Finance Officer to go through all areas of concern and to report these back to the Board.