

Wood End Infant School Governing Body
Full Governing Body Agenda - Budget Setting

Monday 8 May 2017

MINUTES

	<p>Attendees: Sally Abel Latif (SAL) Lara Al-Jarcheh (LAJ) Janet Bettaccini (JB) Madhu Bhachu (MB) Said Binani (SB) Matt Jeatt (MJ) Sandra Lavender (SL) Samina Masud (SM) Lesley Tucker Douglas (LTD)</p> <p>Also in attendance Jackie Pusey (JP)</p>	<p>Actions:</p>
1	<p>Welcome MJ opened by welcoming SL to her first meeting as a Governor.</p> <p>MJ then outlined the objectives for the meeting which were to review and approve the budget for 2017 - 2018.</p>	
2	<p>Apologies for absence Apologies were received from: Jamila Bibi Sarwar (JBS)</p> <p>No apologies were received from: John Arhin (JA)</p>	
3	<p>Authorised / Unauthorised absence The absence for JBS was authorised.</p> <p>The absence for JA was not authorised.</p>	
4	<p>Declaration of Any Other Business JB: SEND Referrals JB: Committee for SL MB: Arrange an Early Years Governor Visit</p>	
5	<p>Declaration of Interest in Any Agenda Items There were no declarations of interest in any agenda items.</p>	
6	<p>Budget 2017 - 2018</p> <p>a) Feedback from meeting with Gary Redhead on Thursday 4 May 2017.</p> <ul style="list-style-type: none"> • JP circulated the paper which had been used as the basis of the discussion with GR and TQ; TQ is the senior bursarial officer. <ul style="list-style-type: none"> ○ JP reminded Governors that 2014/2015 was the year that SEI went into Special measures. ○ JP also reminded Governors that the strike point for the annual 	

	<p>budget is the October census</p> <ul style="list-style-type: none"> ○ Nursery numbers in 2016/2017 and 2017/2018 includes full time places. ● GR and TQ acknowledge the situation and the work that has been done to address the issues. ● JP has subsequently spoken to Kim Price in the data team and it is unlikely that we will go over 90 in reception in the next 3 years. ● There are currently 576 reception places across the Borough. ● GR has agreed, on an informal basis to revise the year groups as follows: <ul style="list-style-type: none"> ○ Reception: 3 Form ○ Year 1: 3 Form ○ Year 2: 4 Form ● The LA acknowledged that we are ahead of the game in terms of our planning. ● JP stressed that we now need to focus on the big picture rather than look at the budget on a line by line basis. ● MJ reminded Governors that: <ul style="list-style-type: none"> ○ 2 years ago we had 10 options. ○ Last year we had 3 options. ○ This year we only have 1 option. ● MJ then made the following observations: <ul style="list-style-type: none"> ○ We now have the resources (buildings) but not the pupils to fill the places. ○ This quadrant has been hit hardest across the Borough. ○ We need to see what happens about the National Funding Formula post 9 June. ○ The best scenario is income will be flat over the next 3 years with a 1% uplift in salaries / pensions. ● MJ, MB and JP had a planning session with Lorraine Cooper. ● MJ and JP also had a planning session with SB. <p>b) Budget Proposal</p> <ul style="list-style-type: none"> ● MJ stressed that we need to avoid supply costs where possible. ● MJ added that we need to obtain the agreement of the LA to cover the projected deficit. ● JB asked if we have to repay the deficit over 3 years. <ul style="list-style-type: none"> ○ MJ said that as this would be a licenced deficit that it must have a repayment plan. ○ The projections indicate that we will not need to draw down on the LA “funding” until March 2018. <ul style="list-style-type: none"> ▪ We would only draw down on this if / when we need it. ○ Irrespective of whether we actually have to draw down on the additional funds we are required by the LA to present our repayment plans. ● JB then asked if a number of schools could be required to amalgamate. <ul style="list-style-type: none"> ○ MJ suggested that the general thrust is for collaboration. <ul style="list-style-type: none"> ▪ Lots of this work is already underway. ● MB advised that she had met with both WEA and Greenwood. ● JP advised that as contracts come up for review / renewal these are being renegotiated. ● MJ made a number of statements: <ul style="list-style-type: none"> ○ Some schools are sitting on significant reserves. ○ We have to invest in the Server, Laptops and Desktops (in the classrooms). <ul style="list-style-type: none"> ▪ We will need to consider laptops rather than desktops for the 	
--	---	--

classrooms.

- We need to focus on the staff experience e.g. use of their time on I.T. issues.
- The children have a worse experience of I.T. at school than they do at home.
 - SM pointed out that there are regular ICT failures.
- We need to maintain budget spend.
- When Corporates replace their ICT could we use it; it is probably a far better specification than we have.
- Could we find a sponsor for e.g. Place2be.
 - Place2be are also approaching their sponsors to see if they can support us?
- The discussions today have highlighted the decisions we need to make e.g. Place2be.
 - We need to question the value of services.
- We have achieved a profit of £30K from:
 - Full time nursery
 - Wrap around care
 - Breakfast Club
 - After School Club
- Additionally we have achieved savings through:
 - 2 teachers leaving and not being replaced.
 - SENDCO reduced to 0.8 (voluntary)
 - Administrator reduced to 0.8 (voluntary)
 - Non renewal of TA fixed term contracts
- SB questioned if we need to focus on the repayment plan today or can we just focus on the budget.
- JP pointed out that in the meeting last week we struggled to get across that quality is our priority
- SB said that he was looking at options within HSBC to support the School.
- MJ asked SB how often companies replace their ICT infrastructure.
- JP will investigate the advantages and disadvantages to leasing versus outright purchase.
 - MJ suggested that leasing could potentially give us the ability to renew equipment on a regular basis.
- MJ suggested that the above dialogue was a good example of what we are going to have to do.
- MJ confirmed that an audit of I.T. equipment is planned.
- MJ also confirmed that WEIS would take a lead on collaboration.
- MJ suggested to SB that we need to look at the needs of the Resources Committee.
- MB said that she was very concerned about the quality of education due to resources issues.
 - When something is broken it is broken and there is no money to replace it.
- JB suggested approaching the drugs companies.
 - MB conformed that we are already talking to Glaxo
 - JB added that Place2be would not be a conflict of interest for Glaxo.
- MJ stressed that there could be a huge cost in finding opportunities.
 - We will always need to have in mind whether there is a realistic opportunity with this business / individual.
- MJ then added that every £ that we raise is critical.
- LAJ stated that children could do better if they had access to better technology e.g. iPads.

	<ul style="list-style-type: none"> • MJ pointed out that these cuts affect some children disproportionately. • MJ added that parents value the wrap around services that we provide. <p>MJ then moved to propose that we approve the budget as recommended to the Full Governing Body with a projected shortfall of £102.5K by February next year.</p> <p><u>A vote was taken and this was agreed unanimously.</u></p> <p>It was also agreed that the budget should be submitted to the LA with a covering letter setting out the risks, the depth of cuts that we have already made and the basis of the support that we are requesting i.e. repayment terms to be discussed in February / March 2017 in light of what additional (contingency) funding we actually need.</p> <p><u>AON to draft a letter for MJ and MB to sign.</u></p> <p>MB took the opportunity to thank JP for all of her hard work in preparing the budget and MJ / SB for their support.</p> <p>Consideration was given to setting up a number of project groups:</p> <ul style="list-style-type: none"> • ICT • Sponsorship / Funding • Collaboration / High Schools <p>It was agreed to focus initially on Sponsorship / Funding.</p> <ul style="list-style-type: none"> • SM pointed out that staff are talking about fund raising and SM said that she would be happy to act as the liaison with staff • <u>LTD and SM both agreed to take on this responsibility and it was also proposed that JBS join this group.</u> • Sponsorship opportunities would come from local businesses and specifically for the summer fair from local estate agents 	<p>AON</p> <p>LTD, SM, JBS</p>
7	<p>Agree the Minutes of the Full Governing Body meeting on 20 March 2017</p> <p>These were agreed as a true and accurate record of the meeting and were signed by MJ.</p>	
8	<p>Matters arising from the Full Governing Body meeting on 20 March 2017</p> <p>a) Headteacher's report to be circulated with committee papers in future.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>b) In future Committee Chairs to present a verbal summary at future FGB meetings.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>c) MJ to provide a proforma to track referrals to CAMHS.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>d) JB to provide AON with contact details for Sandra Lavender.</p> <ul style="list-style-type: none"> • Closed. <p>e) AON to send welcome letter etc.</p> <ul style="list-style-type: none"> • Closed. <p>f) AON to prepare a draft advert / cover letter for MJ / MB to send to Community</p>	<p>MB</p> <p>JB / SB</p> <p>MB</p>

	<p>Links.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>g) AON to finalise the Governor Room</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>h) JBS to investigate the possibility of hosting Ward Forum meetings at WEIS.</p> <ul style="list-style-type: none"> • Closed • The first meeting will be in September 2017. <p>i) MB to invite Steve Pound to visit the school.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> • This has been delayed due to the General Election. <p>j) MB to include a process map in the pay policy</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> 	<p>AON</p> <p>AON</p> <p>MB</p> <p>MB</p>
14	<p>Governor Visits</p> <p>JB / LAJ: Workshop for parents of children with SEND needs re transition to WEA.</p> <p>LTD is planning to attend the following:</p> <ul style="list-style-type: none"> • Welcome meeting for nursery parents on 14 June at 6PM • Welcome meeting for reception parents on 21 June at 6PM • Coffee morning on 28 June at 9AM • Summer fair on 8 July <p>JB has also updated the schedule of visits completed by the Teaching and Learning Committee which is good evidence for Ofsted.</p>	
15	<p>Any Other Business as agreed above.</p> <p><u>JB: SEND Referrals</u></p> <ul style="list-style-type: none"> • MB opened by stating that the systems could be more transparent / better organised. <ul style="list-style-type: none"> ○ JB agreed with this, based on feedback from parents. • MJ questioned what we are looking for. <ul style="list-style-type: none"> ○ An explanation of the delays. • <u>It was agreed that MJ would write to Judith Finlay regarding our concerns.</u> <ul style="list-style-type: none"> ○ <u>JB to draft a letter for MJ to tweak / send.</u> • <u>MJ asked MB to maintain an issue log of comments received from parents.</u> <ul style="list-style-type: none"> ○ MB will invite both WEIS and WEA parents to contribute to the log. • MJ stressed that we will need to consider an appropriate way forward. <ul style="list-style-type: none"> ○ <u>MJ will liaise with SG.</u> <p><u>JB: Committee for SL.</u></p> <ul style="list-style-type: none"> • SL said that she would like to join the Teaching and Learning committee. • This was agreed. <p><u>JB: Transition Arrangements.</u></p> <ul style="list-style-type: none"> • This followed the meeting for parents of children with SEND needs on 4 May where the Deputy SENDCO from WEA addressed parents to assure them that the transition is carefully planned. • JB pointed out that the transition arrangements between WEIS and WEA are excellent. • MB added that our children leave us ready for WEA. 	<p>MJ</p> <p>JB</p> <p>MB</p> <p>MJ</p>

	<p><u>MB: Arrange an Early Years Governor Visit</u></p> <ul style="list-style-type: none"> • <u>MB to arrange for SL to visit Early Years.</u> <p><u>Governor Vacancies</u></p> <p>It was agreed that in filling any vacancies our priorities in terms of skills are:</p> <ul style="list-style-type: none"> • Sales - for helping to promote the school. • Fund raising • ICT <ul style="list-style-type: none"> ○ Local High Schools? ○ Mark Robinson? 	
16	<p>What have we achieved at this meeting (Standing agenda item)</p> <ul style="list-style-type: none"> • Reviewed the budget in detail and approved it. • Set up Working Groups (Task and finish Groups). 	
17	<p>Date and Time of the next meeting</p> <p>Monday 11 July 2017 at 6PM</p>	

Meeting closed at 20:15