

MINUTES TO BE RATIFIED AT THE NEXT MEETING OF THE FGB



St Michael's CE Primary School

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Cultivating Respect, Persevering, and Learning with Courage

Minutes of the Full Governing Board (FGB) Meeting held on 25th April 2024 5.30pm – remote via google meet

Present:	Robin Conway (RC) - Co-opted Governor – Chair Hayley Leyshon-Brady (HLB) – Headteacher Nigel Goode (NG) – Local Authority Governor Sarah Hudson (SH) – Co-Opted Governor Tui Solomon (TS) – Co-opted Governor – Vice Chair - joined at 5.57pm Philip Sutton (PS) – Foundation Governor Alex Rennis-Lis (ARL), Parent Governor Ann Parham (AP) – Co-opted Governor
Apologies:	Steve Green (SG) – Parent Governor Kathryn Mendus (KM) – Foundation Governor Ruth Gardiner (RG) – Staff Governor
Absent:	None
Vacancies:	Foundation Governor x 1, Co-opted Governor x 1, Parent Governor x 1
In attendance:	Nicole Brooks - Local Authority (LA) Clerk

Item	Details	Action
1.	Welcome and Opening Prayer The meeting started at 5.31pm RC welcomed everyone to the meeting and advised the board that since the last FGB meeting AF had resigned as parent governor with immediate effect. This now leaves a parent governor vacancy. PS opened the meeting with a prayer.	
2.	Apologies for absence Apologies were received and accepted from: Steve Green (SG) – Parent Governor Kathryn Mendus (KM) – Foundation Governor Ruth Gardiner (RG) – Staff Governor The meeting was quorate and remained so throughout the meeting.	
3.	Urgent Additional Items None	
4.	Declarations of Interest No new declarations of interest were made.	
5.	Budget discussion & ratification (<i>Appendix A & B</i>) NG spoke to the board. Two documents have been shared on Gov Hub. The second document is the commentary by the School Business Manager to help explain the budget breakdown.	

Chair of Governors.....*R Conway*.....Date.....20th June 2024.....

This draft has already been sent to Oxfordshire County Council (OCC) for their feedback. The only amendment of not was £19K to the pension fund. The numbers are tracking as predicted and aligning with the forecast. Page 6 contains the key summary. Total revenue = £1,3242,555.45 Last year the budget was based on 173 pupils on roll. There are now 190 pupils on roll and the school receives an extra £110,000 because of this.

The budget demonstrates a £132,000 carry forward balance. This is quite high and nearly 10% of the total. NG pointed out that there is no budget accounting for any academy transition that might be required.

For the 2025/26 and 2026/27 years the numbers are predicted to remain quite flat. The carry forward balance is predicted to increase slowly.

The capital budget is on page 8. There is a balance of £27K. Some expenditure has been identified for upgrade of ICT equipment and to replace the library windows – this should be done sooner rather than later if academy conversion is happening.

HLB added that there is a falling birth rate nationally. There will be 24 pupils joining reception in September not 30. It will become more important to market the school to attract higher numbers.

Governor question – If there was in the region of 80 applicants to reception is the actual number an expected result?

HLB answered. There were a total of 74 1st and 2nd choices for a September start. 25 is realistic going by the nursery numbers and the number of children that are in catchment. The school needs to make sure that the school keeps the pupils that attend nursery.

Using 25 as a prediction is conservative counting. If the school achieves 30 that is great but 25 is more realistic.

Governor question – Is the £27K in the capital budget a separate amount to the £132K carry forward?

HLB confirmed it was.

The board considered the forecast underspend of £132K. This is just under the maximum that is allowed. It would be better to make plans to bring this figure down to around £85K and ensure that the current St Michael's pupils can benefit.

The board agreed that available funds should be spent on the pupils.

We don't know yet what negotiations with a MAT will bring but the £132K should be reduced.

HLB stated that she has been obtaining quotes to repair the MUGA. It will cost £22K for basic renovation. For a complete overhaul it will cost £66K

A lot of furniture in school needs to be replaced.

Governor question – There was talk of some section 106 funding being available due to a housing development. Is this still available?

HLB explained that the Parish Council holds this money. They had plans to build a sports hall and wanted the school to contribute but this was not a viable option.

There could be additional complications during academy conversion with declaring grants.

The boiler potentially needs replacing.

Decision made – The board agreed to reduce the underspend and bring the carry forward total down to £85K by spending the £25K capital fund and £50K of the revenue underspend.

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	<p>There was a short discussion around type of expenditure and if it falls under capital or revenue. HLB confirmed that maintenance expenditure falls under revenue so this is achievable.</p> <p>RC added that schools can benefit from good discount deals for furniture as part of a MAT if the school is able to wait.</p> <p>Action: HLB to bring a proposed spending plan to the June FGB meeting.</p> <p>Governor support – Congratulations to HLB and team for getting the school in a healthy financial position. Agree with a plan to spend money to benefit the pupils.</p> <p>There were no further questions.</p> <p>The board extended thanks to the whole school team for their contribution to supporting the budget. Special thanks to the School Business Manager (SBM) and to NG for his support in the budget setting.</p> <p>Decision made – The board approved the budget as presented for submission to OCC.</p>	HLB
<p>6.</p>	<p>Sharepoint ARL spoke about the rationale behind using Sharepoint. How there is a lot of content being distributed over different mediums such as: Governor Hub, Google drive, school emails, google meetings etc.</p> <p style="text-align: center;"><i>TS joined the meeting at 5.57pm</i></p> <p>ARL has posted some information and link on the Gov Hub noticeboard and encouraged governors to read / review. The proposal is that the board uses the Microsoft Sharepoint platform to streamline the management and sharing of documents for governor use. Governor comment / question – Several governors are keen to move to Sharepoint but feel they will need some help to learn how to use it. RC added that he has used Sharepoint, and may need some support but won't know until he starts to use it. ARL will make timeslots available to support governors with training.</p> <p>Question from the clerk – What is the plan for the use of Governor Hub as this is a Governor Services implemented tool? ARL confirmed that Gov Hub will still be used for the functions that it excels in and that Sharepoint will be used for specialism (document storage and collaboration).</p> <p>The board discussed a timeline for transition to Sharepoint. It may be a bit rushed to get it done by the end of the summer term, but documents could be migrated, and the board can plan to start using from the start of the next academic year. Decision made: To roll out Sharepoint from September 2024.</p> <p>The board thanked ARL for his time and effort on this work.</p>	
<p>7.</p>	<p>Date of next meetings RC explained that a 4-week consultation period is in place re: academisation. This is due to close on 10th May. The next FGB meeting after that date is 20th June. This seems too far away from 10th May. The feedback and outcome of the consultation period needs to be properly digested and reviewed by the board. RC proposed an extra FGB meeting on Thursday 23rd May (remote) to review the outcomes of the consultation period.</p>	

	<p>Meetings have taken place with staff and parents to provide information and open up discussion on the proposed academisation. PS has attended and spoken with as many people as possible about the proposal. So far he has not heard any real opposition / negative feedback to the idea. During his conversations he has encouraged the community to avoid using social media for discussion. HLB and RC are available for fielding questions.</p> <p>Decision made: The board agreed to set an extra FGB meeting for this purpose. The date agreed was Thursday 23rd May 2024 at 5pm (remote).</p> <p>There was some confusion about the date for the June FGB meeting. It was confirmed that the date is 20th June NOT 13th June.</p> <p>Confirmed next meeting dates as: Thursday 23rd May 5pm – remote Thursday 20th June 5.30pm – remote Thursday 11th July 5pm – In person</p>	
18.	Any Other Business	
		<i>Meeting ended at 6.14pm</i>

NB 25.04.2024

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5	A	SMPS Budget 2024 25 a
5	B	Commentary to support the budget 2024-25

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
25/04/24	5	HLB to bring a proposed spending plan to the June FGB meeting	HLB	June FGB