

## SUMMER TERM 2023

**MINUTES** of the meeting of the Governors of Turnfurlong Infant School (Finance Focus) held via Zoom on 11<sup>th</sup> May 2023 at 4.30pm.

### **PRESENT:**

Mrs L Arnott  
Mrs C Austin  
Mrs H Burnett  
Mr D Burry (Chair)  
Mrs G Emmanuel  
Mrs K Henry  
Mrs G Hudson  
Muthu Mardawan  
Mrs R Ochiltree (Headteacher)  
Kirsty Stewart

### **IN ATTENDANCE:**

Mrs R Weymouth (Clerk)  
Mrs C Darling (Bursar)

### **APOLOGIES:**

Mr R Lloyd

	<b>ACTION</b>
<b>1 WELCOME AND APOLOGIES</b>	
The Chair opened the meeting and thanked Governors for attending. Apologies were noted and accepted.	
<b>2 NOTIFICATION OF ANY OTHER BUSINESS</b>	
There were no further items for discussion.	
<b>3 DECLARATIONS OF INTEREST</b>	
Mrs Hudson advised that she is a Governor at Turnfurlong Junior School and also works at Aylesbury High School.	
Mrs Burnett advised that she works at a local SCITT.	
<b>4 MINUTES AND MATTERS ARISING</b>	
<b>4.1 MINUTES</b>	
The Minutes of the meeting held on 23 <sup>rd</sup> March 2023 were agreed.	
<b>4.2 MATTERS ARISING</b>	
The Bursar confirmed that signatories to the School Fund are the Bursar, Headteacher, School Administrator and the Deputy Headteacher.	

## 5 FINANCE MATTERS

### 5.1 2022/23 BUDGET REVIEW SUMMARY AND COMMENTARY

Circulated prior to the meeting, Governors noted the 22/23 budget year end position. The Bursar advised;

- Revenue income was £63,000 more than anticipated and total revenue expenditure was £65,455 more than anticipated. The Carry Forward was £1,200 more than predicted at the start of the financial year.
- The DFCG is ringfenced funding and is shown separately in the budget. The school did not use DFCG funding last year but there are projects planned for the coming financial year for this to be used such as library refurbishment and playground drainage to be discussed later in the meeting.
- The Energy Efficiency Grant is included in the DFCG and will be used for replacement classroom doors.
- The nursery outdoor area will be completely refurbished and will be funded via a donation that has a caveat to be spent in early years.
- The School Fund will be used to fund a new climbing frame for EYFS.

In the Bursar report it states that the 3-year plan includes the DFCG and capital expenditure. What is the capital expenditure? Responding, the Bursar advised that the school should spend the DFCG before capital expenditure. When the DFCG has been spent anything more than £10,000 should be from capital expenditure but the school don't have plans to do this.

What are the funds for the tutoring grant that have to be returned to the Local Authority (LA)? Responding, the Bursar advised that any unspent funds, in this case £1,300 have to be returned if they have not been used.

The Headteacher advised that there were 2 or 3 different types of catch-up grant. The school had used this one the previous academic year with a tutor coming into school to work with children. There was little impact seen and the school therefore decided not to use the funding this year.

The Bursar advised that all grants available to the school and the conditions around their use can be found on the gov.uk website.

### 5.2 2023/24 FINAL BUDGET SUBMISSION

Circulated prior to the meeting, Governors noted the 23/24 final budget submission and 3-year financial plan. Governors asked;

**Inflation is assumed at 2.5%. Is this a standard accounting practice?**

Responding, the Bursar advised that 2.5% is advised by the LA and the school will then adjust this throughout the year. Most of the LA traded services don't increase by inflation and stay the same. This applies to a lot of the services that the school purchase. The school can also make savings with contracts over longer terms and get reduced savings.

The Bursar advised;

- Some grant funding has been estimated and based on last year's figures as the school await final amount confirmations. The budget assumes that the school will receive the Sports Funding Grant, but this will not be confirmed until July.
- Pupil Premium is increasing by 5% for 2023/24.
- In terms of traded services from the LA the school are purchasing the same as last financial year with the exception of broadband which is now with an external supplier.

**Is the broadband better?** Responding, the Headteacher advised that there have been some teething issues, but these are being worked through and it is better than it was. The filtering system is stronger, and some websites and programmes need to be unblocked before they can be used.

- Last year Governors purchased GovernorHub and the BEP training package. It was agreed that Governors would discuss at FGB in June whether they wished to continue with these packages. It was agreed that the Clerk would provide Governors and the Bursar with a price list and a training record to date.

Clerk/FGB  
Agenda

**Can the school spend Pupil Premium funding in any way it wishes?**

Responding, the Headteacher advised that the Pupil Premium Strategy is on the school website and is a 3-year strategy that complements the School Improvement Plan and School Strategy. The funding can only be used to raise attainment.

**Can Pupil Premium Funding be used for school trips?** Responding, the Headteacher advised yes, as curriculum enrichment assists to raise attainment, and this also helps to ensure inclusion and fair access to trips.

**How is it possible to know what budget the school will have for Pupil Premium in order to produce a 3-year strategy?**

Responding, the Headteacher advised that it is not possible to budget as the amount changes, but the strategy is about where there is a need in school for PP children. For Turnfurlong Infant School this is about literacy and

communication. The plan is also evaluated and updated each year. The school can evidence from student data that PP children progress and attain well at the school.

**There is no expenditure against Community Services?** Responding, the Bursar advised that the school don't use this area of the budget as it would be used if the school ran its own inhouse wrap around care and the school have an external provider. The school received £1,000 last year for a School Improvement Project with other schools for Voice21 which went into this area of the budget.

**When teachers get a salary raise is this funded by the Government?** Responding, the Headteacher advised that currently schools are expected to fund this. Industrial action has continued as teachers want raises to be funded. Currently, the school can only take advice from the LA in terms of what percentage increases should be applied to the budget and adjust accordingly.

- The LA Energy Team have provided schools with energy forecasts. Bills are split equally with Turnfurlong Junior School and will be adjusted at Quarter 2. School have been told that there is no additional support and schools will be expected to fund energy costs within existing budgets.

**Why is the split 50%/50% as the infants is a smaller school?** Responding, the Bursar advised that on previous years the school do use roughly 50%.

**Is there a cap?** Responding, the Bursar advised, no.

Governors approved the 2023/24 final budget submission.

### **School Fund Balances**

Governors noted the School Fund balances as detailed in the Bursar report.

## **5.3 CONTRACTS AND LEASES TERMLY REVIEW**

Circulated prior to the meeting Governors noted the Contracts and Leases due for renewal with recommendations. It was agreed that the following contracts/leases would be purchased;

- Provision Map
- Intruder Alarm system
- Website provider
- Twinkle

Governors agreed that the Headteacher Report Service should be

<p>cancelled.</p> <p>The Bursar would contact Turnfurlong Junior School to ask what system they are currently using for this provision.</p> <p>The Headteacher advised that the school catering contract tender was underway and would hopefully be in place for the second half of the Autumn term 2023.</p> <p>Membership to GovernorHub and The Key would be discussed at FGB in June 2023.</p>	<p><b>ACTION</b></p> <p><b>Bursar</b></p> <p><b>FGB Agenda</b></p>
<p><b>5.4 CAPITAL EXPENDITURE UPDATE</b></p> <p>This item had been discussed earlier in the meeting.</p>	
<p><b>5.5 3 YEAR BUDGET PLAN</b></p> <p>This item had been discussed earlier in the meeting.</p>	
<p><b>6 PREMISES UPDATE TO INCLUDE</b></p>	
<p><b>6.1 PREMISES ACTIVITY/ISSUES</b></p> <p>Circulated prior to the meeting, Governors noted the Premises Manager Report. The Bursar advised;</p> <ul style="list-style-type: none"> <li>• Works had been completed to the roof over the Easter holidays. In half term further work will take place to replace the roof over the ICT Suite and will be funded by BC.</li> <li>• Land drains in the playground are being completed in the summer holidays.</li> </ul>	
<p><b><u>Project Quotes</u></b></p> <p>Circulated prior to the meeting, Governors discussed quotes for the following projects;</p> <p><b><u>Library Refurbishment</u></b></p> <p>The Headteacher advised that following the Staff Wellbeing Survey staff requested a space to complete PPA work. The library has been underutilised for some time and the school would like to use the DFCG funding to refurbish it.</p> <p>The Headteacher circulated a plan of the proposed space.</p> <p>The Headteacher advised that the school have only been able to obtain one quote for the works, despite chasing 2 other companies. Whilst 3 quotes are usually required this has not been possible and the board would be able to agree the works based on one quote on this basis.</p>	

## ACTION

The supplier that has provided a quote has worked at the school before and are a reliable and known supplier.

Governors discussed that it is important to ensure that the school are getting value for money.

It was agreed that the school should try to obtain another quote and if this has not been received by 19<sup>th</sup> May 2023 Governors will decide on the quote received.

**Headteacher/Bursar/All Governor**

**What is the time frame?** Responding, the Headteacher advised that the works would be completed in the summer holidays.

### Classroom Doors

Circulated at the meeting Governors reviewed 2 quotes for replacement classroom doors.

Governors agreed the preferred quote.

## **6.2 LETTINGS UPDATE**

The Bursar advised that lettings continue as per the last meeting. Little Rascals and Pilates have asked for lettings in the holidays which are being negotiated.

## **7 HEALTH AND SAFETY TO INCLUDE;**

### **7.1 TERMLY ACCIDENT REPORT**

Circulated prior to the meeting, Governors noted the termly accident report. Governors asked;

**Are injuries to staff also recorded on CPOMS?** Responding, the Headteacher advised that they are. Where they are associated with a restraint this is recorded in multiple places and is generally the same child/children. Since Lunch Club has started the school have not had any restraints.

Mrs Burnett left the meeting at 17.56pm.

**What is Lunch Club?** Responding, the Headteacher advised that there are 2 groups of children who find lunch times challenging due to social or sensory overload and have additional needs that can impact the afternoon session of lessons. Children eat their lunch with the Headteacher, have some time in the Quad area where it is quieter and can then choose something to watch on CBBC. This has prevented children from becoming deregulated and means they are in the right mindset for learning in the afternoon.

**Do you (Headteacher) get a lunchbreak?** Responding, the Headteacher

	advised that she eats with the children.	<b>ACTION</b>
	Do you (Headteacher) have opportunity to have some downtime? Responding, the Headteacher advised yes, usually.	
<b>7.2</b>	<b>HEALTH AND SAFETY WALK REPORT</b>	
	The Health and Safety Governor would arrange a summer term visit.	<b>H &amp; S Governor</b>
<b>8</b>	<b>OTHER ITEMS</b>	
<b>8.1</b>	<b>BEP CHAIRS STRATEGIC BRIEFING – 23<sup>rd</sup> JUNE 2023</b>	
	The FGB Chair advised that she would be unable to attend. Governors were invited to inform the FGB Chair if they wished to attend in her absence.	<b>All Governors</b>
<b>8.2</b>	<b>BEP ANNUAL GOVERNOR CONFERENCE – 19<sup>TH</sup> MAY 2023</b>	
	Governors noted the date of the conference. It was agreed that the Staff Governor would attend.	<b>Staff Governor</b>
<b>9</b>	<b>OTHER MATTERS</b>	
<b>9.1</b>	<b>DFE GUIDANCE: MEETING DIGITAL AND TECHNOLOGY STANDARDS IN SCHOOLS AND COLLEGE</b>	
	Governors noted the new and revised guidance relating to digital and technology standards in schools.	
	Governors noted that the school IT provider visit the school fortnightly and assist the school.	
	The Headteacher advised that this guidance can also be used to plan the School Improvement Plan going forward in terms of how effectively ICT is used to impact the curriculum and teaching and learning.	
<b>9.2</b>	<b>DFE GUIDANCE: SCHOOL FOOD GUIDANCE FOR GOVERNORS</b>	
	Governors noted the revised guidance and the recommendations within it.	
<b>9.3</b>	<b>DfE GUIDANCE: MENTAL ISSUES AFFECTING PUPIL ATTENDANCE</b>	
	Governors noted the newly published guidance.	
	Mr Arnott advised that she would review the information in more detail.	

**9.4 DfE GUIDANCE: TEACHING ONLINE SAFETY IN SCHOOLS**

Governors noted the updated guidance.

**9.5 DfE GUIDANCE: PROVIDING REMOTE EDUCATION**

Governors noted the updated guidance.

**10 POLICIES**

There were no policies for review at the meeting.

**11 DATES AND TIMES OF FUTURE MEETINGS**

The following dates and times of future meetings had previously been agreed:

24th May 23 – FGB-Curriculum (4pm via Zoom)

15th Jun 23 – FGB (4.30pm in school)

**12 ANY OTHER BUSINESS**

Why is the school day extending as school hours are already 32.5 per week? Responding, the Headteacher advised that the school is not yet at 32.5 hours a week and therefore 5 minutes needs to be added to the start and end of the day. A consultation was completed with staff and parents, and this was the outcome. It is a legal requirement, and more communications will be sent out to parents to remind them of this change in September.

**13 IMPACT OF THE MEETING**

Governors discussed the impact on the school and children as a result of the meeting;

- Quotes reviewed and plan to progress made.
- Challenging to ensure staff are getting required breaks for wellbeing.
- Budget agreed.

**14 CONDUCT OF MEETING**

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the



Governing Board would have access to these minutes *(with the exception of any Restricted Confidential Minutes).*

ACTION

The meeting closed at 18.43pm.

Signed ..... Date .....  
CHAIR