

SUMMER TERM 2024

TURNFURLONG INFANT SCHOOL

MINUTES of the meeting of the FGB Finance Focus meeting of Turnfurlong Infant School held at the school on 16th May 2024 at 4.30pm.

PRESENT:

Mrs L Arnott

Mrs C Austin

Mrs H Burnett

Mrs G Emmanuel

Mr M Mardawan (Chair)

Mrs R Ochiltree
(Headteacher)

Mrs S Hounsell

APOLOGIES:

Mrs K Henry

Mr R Lloyd

Mrs G Hudson

IN ATTENDANCE

Mrs C Darling (Bursar)

Mrs R Weymouth (Clerk)

ACTION

1 WELCOME AND APOLOGIES FOR ABSENCE

The Chair opened the meeting and thanked Governors for attending. Apologies were noted and accepted.

2 NOTIFICATION OF ANY OTHER BUSINESS

The following items would be discussed under Any Other Business;

- INSET Dates 2025/26

3 DECLARATIONS OF INTEREST

Mrs Burnett advised she is the Programme Lead at Ashmead ITT and trains trainee teachers for Aylesbury and the surrounding area.

4 MINUTES AND MATTERS ARISING

Circulated prior to the meeting, Governors reviewed and agreed the minutes of the previous meeting held on 21st March 2024.

		ACTION
4.1	MATTERS ARISING	
	Minute 4.4 – The Clerk would circulate the Governor Code of Conduct in the Autumn term.	Clerk
	Minute 6.2 – The Safeguarding Governor would circulate a report of the last Safeguarding Visit to the school.	SG Governor
	Minute 6.4 – The FGB Chair would re-circulate the PREVENT training link.	FGB Chair
5	FINANCE MATTERS	
5.1	BUDGET REVIEW SUMMARY AND COMMENTARY	
	<u>2023/24 Financial Year End</u>	
	Circulated prior to the meeting, the Bursar advised;	
	<ul style="list-style-type: none"> • £100,000 additional income was received. Expenditure was just under £38,000 more than anticipated, giving a carry forward of just over £98,000. • The main reason for additional income was due to SEND funding, EHCP children and Higher Needs Block Funding. There was also an increase in Pupil Premium which was offset expenditure for named pupils entitled to The Virtual School. • In addition, the school received a teacher pay grant in IO1 of just over £12,400 which offset the additional expenditure. • The school also received some Disability Access Fund payments and funding for nursery teachers pay. • Further funding was also received in IO7 including the William Harding Grant, Rothschild Grant, Voice 21, and Side by Side Support provided to other schools by the Headteacher. • Lettings income was also more than anticipated and the school received £2,000 for Calming Cats. • The school also received £4,300 in interest for the surplus balance. • The main reasons for the increase in expenditure were staffing including teacher and support staff pay awards as well as extending support staff hours to match the school day. • Water and sewage payments also increased. The school share the meter with Turnfurlong Junior School and pay 50%. The bill for the year was received at the end of the financial year. • In terms of energy payments, the school took Buckinghamshire Council's (BC) advice but over budgeted. Billing is now expected to be more accurate. • Drama Therapy in E27 is offset with Pupil Premium income from The Virtual School. 	

- Due to SEND needs the school have had an agency supply 1-1 TA for the majority of the year.

Was any of the tutoring grant used? Responding, the Headteacher advised no. The school had trialled this previously and it had very little impact and was taking the children that need the most access to quality teaching and learning out of class.

Mrs Burnett left the meeting at 16.48pm.

Why is there such a huge requirement for supply? Responding, the Headteacher advised it is important that the school use skilled people that want to work with challenging children. Also, this is more financially sustainable if it is known that the child will move on to a specialist setting. The school have also had a long-term absence that required cover.

The benefit of an agency is also that it allows them to start straight away and begin supporting the child, however next financial year the school will not be able to afford this.

- The DFCG carry forward was used for land drain repairs and the library refurbishment. Next year the school will have £17,314 to spend and there are plans to refresh the furniture in the staff room and purchase staff laptops.

24/25 Budget

The Headteacher advised that she met with the Bursar, FGB Chair and FGB Finance Chair to review the 2024/25 final budget. Year 1 of the 3 year plan is predicted to end with a small surplus of £3,200.

Governors thanked the Bursar and Headteacher for their work in producing a balanced budget.

The Headteacher advised that to ensure the school remain financially prudent, the budget will be reviewed as if it is in deficit and internal scrutiny of the budget will be completed with the FGB Chair and FGB Finance Chair on a half termly basis.

In terms of staffing whilst the level of need in Reception is high, not all classes will have a full-time TA. An honest conversation has taken place with all TA's, and they understand that Reception is the highest area of need. TA's did ask if redundancy would be required and were advised

not at this point. If a TA were to leave, recruitment may not take place, but current staffing adjusted.

The Staff Governor advised that TA's did appreciate this.

Mrs Burnett returned to the meeting at 5pm.

The Headteacher advised that the average age of staff at the school has increased and there is an awareness that some staff may choose to retire at similar times, and this could bring some cost savings. Succession planning features heavily in the School Strategy.

The Bursar advised;

- Within the 24/25 budget £5,278 is included for the Harpur v Brazel Supreme Court Case settlement. This impact 20 staff.
- The budget also includes the uplift for Support Staff pay. Whilst morally this is positive this has impacted the budget.
- As circulated in the report various grants are expected to be received including Pupil Premium which is anticipated to rise this year.
- In terms of purchases the same traded services will be purchased from BC as well as the same Educational Psychologist package.

Governors discussed they would like to retain GovernorHub, The Key and the BEP training and support package.

The Clerk would provide the Bursar with quotes.

Have the school considered writing to the parent body to explain the financial situation. They may be willing to donate. Governors discussed there may be employers of parents that will provide matched funding, or parents with their own companies that may wish to donate and receive tax relief.

Governors discussed that the school could produce an Amazon Wishlist and circulate this to parents. It is however important not to ask families for too much. The school have a diverse community and some families using foodbanks.

Governors discussed that a fundraising event could take place. It was agreed that Governors would discuss this outside of the meeting.

Governors agreed the 2024/25 Budget and 3 Year plan.

Clerk

All Governors

5.2 CONTRACTS AND LEASES TERMLY REVIEW

Circulated prior to the meeting, Governors noted the list of Contracts and Leases in place and the recommendations from the school in terms of repurchase.

Do the school receive adequate support from the website provider?

Responding, the Headteacher advised they are very good and rarely need to be contacted.

Do all teachers use Discovery Education? Responding, the Headteacher advised it is used in KS1 as part of the ICT computing curriculum.

Governors discussed that whilst staff like to have the use of Twinkle the contract cost per year is high and it may be worthwhile to reduce the number of users.

The Headteacher advised that 3 users would be sufficient.

The Bursar would contact Twinkle to understand the minimum package available.

Governors discussed and agreed that the school should no longer purchase the Headteacher report software.

Bursar

5.3 NURSERY INCOME (30 HOURS)

The Headteacher advised that the nursery is fuller than the same period last year and is full in the morning with 50% capacity in the afternoon sessions.

If a child comes in the morning, could parents also pay for the afternoon session? Responding, the Headteacher advised they could, but this doesn't quite work for the 30 hours entitlement. In September 2025, the offer is broadened further.

It was agreed that this would be discussed further at the next meeting.

Agenda

6 PREMISES UPDATE TO INCLUDE;

6.1 PREMISES ACTIVITY/ISSUES

This item would be discussed at the next meeting.

6.2 LETTINGS UPDATE

Lettings Policy

Circulated prior to the meeting, the Headteacher presented the Lettings Policy to Governors.

Governors reviewed and agreed the Lettings Policy.

7 HEALTH AND SAFETY TO INCLUDE;

7.1 TERMLY ACCIDENT REPORT OF ANY ACCIDENTS, INCIDENTS AND DANGEROUS OCCURANCES

This item would be discussed at the next meeting.

Agenda

7.2 HEALTH AND SAFETY WALK REPORT

This item would be tabled at the next meeting.

Agenda

8 OTHER ITEMS;

8.1 STAFFING UPDATE

The Headteacher advised there was no update since the last meeting.

8.2 GOVERNOR REPORTS

There were no reports for discussion at the meeting.

9 POLICIES

This item had been discussed earlier in the meeting.

10 DATES AND TIMES OF FUTURE MEETINGS

Summer Term:

5th Jun 24 – FGB-C

2nd July 24 – FGB

11 ANY OTHER BUSINESS

Governors discussed and agreed the following INSET dates for academic year 2025/26:

3rd September 2025

24th October 2025

3rd November 2025

5th January 2026

1st June 2026

12 IMPACT OF MEETING

Governors discussed the following impact of the meeting;

- Review and agree final budget submission.
- Lettings Policy agreed.

13 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).***

The meeting closed at 18.46pm.

Signed Date

CHAIR