

**SUMMER TERM 2025**

**TURNFURLONG INFANT SCHOOL**

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**MINUTES** of the meeting of the FGB Finance Focus meeting of Turnfurlong Infant School held via Zoom on 15<sup>th</sup> May 2025 at 4.30pm.

**PRESENT:**

Mrs L Arnott

Mr R Lloyd

Mr M Mardawan (Chair)

Mrs R Ochiltree (Headteacher)

Mr A Puri

Mrs Y Rabindranath

Mrs S Hounsell

**IN ATTENDANCE**

Mrs C Darling (Bursar)

Mrs R Weymouth (Clerk)

**APOLOGIES:**

Mrs C Austin

Mrs K Sargeant

Mrs H Burnett

**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;

- Governor Biographies
- New Governor Proposal

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest in items on the agenda.

**4 MINUTES AND MATTERS ARISING**

Circulated prior to the meeting, Governors reviewed and agreed the minutes of the previous meeting held on 3<sup>rd</sup> April 2025.

**4.1 MATTERS ARISING**

The Headteacher advised that the FGB Chair had contacted the Chair of ALPS for further information about the format of the working group but had not yet received a response.

## 5 FINANCE MATTERS

### 5.1 BUDGET 2024/25 YEAR END / 2025/26 FINAL BUDGET APPROVAL AND 3 YEAR PLAN

#### 24/25 Year End Position

The Bursar advised that the 2024/25 financial year has now been closed. Total revenue income was £26,351 more than the original budget and total revenue expenditure was £36,454 less. The carry forward into financial year 25/26 is now £66,076 which is £62,806 more than originally predicted.

Circulated prior to the meeting, the Bursar presented the financial report to Governors including additional income received and expenditure in 2024/25.

Governors noted that the amount of SEN funding received was less due to EHCP applications taking longer than the statutory 20 weeks. All outstanding applications have been reviewed with the SENCO and those outstanding are anticipated income for 2025/26.

The Headteacher advised that some children are waiting over a year for EHCP applications to be finalised. With Higher Needs Block Funding (HNBF) withdrawn the school are therefore supporting these children whilst waiting for an EHCP with no additional funding. This is a constant challenge as funding would be used for staffing to support the needs of these children. This has also increased the cost of supply staff.

The Bursar advised that energy charges are shared 50/50 with Turnfurlong Junior School (TJS). TJS are the account holder and receive the charges from BC. This process delays invoices and there have been some errors and queries which the TJS Bursar is trying to resolve. The school are therefore still awaiting all charges for the 2024-25 period.

**TJS are getting a bulge class next year and have more classrooms than TIS. It doesn't seem right that 50/50 is the most equitable split and it is not weighted in TIS's favour?** Responding, the Bursar advised that the school have an electricity sub meter. The school used to provide TJS with a monthly reading, and they would calculate the charge based on the tariff and usage. The school received some reports from the DEC showing that the schools electricity usage was actually higher than TJS, but the TIS have a large school hall. It is not possible to split the gas meter between the 2 sites.

**Do you know if the variance is related to volume or usage?** Responding, the Bursar advised it is unknown what the charging issues are at BC. TJS have been liaising with BC on this. The school is not party to the accounts and BC won't let the school see them. The school have tried to get dual access to the accounts for both sites. Currently the school has to wait for the Bursar at TJS to provide the information required.

Mrs Arnott joined the meeting at 16.52pm.

Governors discussed it would be worthwhile to query this with TJS in order to provide better forecasting going forward. If there is anything Governors can do to support this, please advise us.

**Do the school have a sub meter to measure gas usage?** Responding, the Bursar advised that the school have investigated this, and the boiler room was surveyed. There is unfortunately no way of doing this with the gas. There is one for electricity and monthly meter readings are recorded.

**In terms of UIFSM and the funding the school receive, is there a shortfall?** Responding, the Bursar advised there is. The funding is calculated based on the previous year's census in October and January and the school get an allocation of funding at the start of the next financial year. Sometimes through the academic year there could be more children wishing to have a hot meal and this increases the cost for the school. The caterers have also increased their costs and the funding the school received last year was less than the cost of the meals. This year (25/26) there is a price increase in Government funding by 5p which will be back dated to September 2024 taking funding to £2.61. However, the cost of each meal is £2.65, and the school cater for around 200 meals a day.

The Headteacher advised that this is one of the challenges of being an infant school. At primary schools, the cost to non-UIFSM children can be adjusted to recoup any losses.

**If there a forum to feedback that the funding does not cover the costs?** Responding, the Headteacher advised she would review this.

Headteacher

**Can the school use insurance agency costs to cover staff illness?** Responding, the Bursar advised this is possible and the school are awaiting 2-3 claims to be agreed.

**Does this increase the premium the following year?** Responding, the Bursar advised that the school purchase insurance through BC. Due to the age of teaching staff, the premium has decreased slightly.

### **25/26 Final Budget and 3 Year Plan**

Circulated prior to the meeting, Governors noted the final 2025/26 budget submission. Governors asked;

**The budget is due to be submitted on 16<sup>th</sup> May 2025 (tomorrow) but some of the comments on the document state it will be updated, and the school are still awaiting figures?** Responding, the Bursar advised this is correct. Nursery funding has now been received, and the carry forward is now just below £10,000 for the nursery. There will be other funding due during the year that the school still don't have definite information for. A lot of income is estimated and is then updated throughout the year. SEN and EYFS funding changes throughout the year.

The Headteacher advised that the school have been very conservative when predicting SEN funding. The school has included what is known but it is anticipated that this will increase. The supply budget has decreased in line with previous years as 24/25 was an exception. Any required adjustments will be made in Q2.

**There is no detail on how the school intend to spend capital funds. Is there a plan to use this?** Responding, the Bursar advised that as the school works through the academic year and the next years School Improvement Plan is in place this will be reviewed. Office staff and the Headteacher require replacement PC's and a gate on the car park is a possibility. The school will obtain quotes and update Governors at Q2.

**There was an overspend on IT in the last budget, which impacted the carry forward. £580 was the carry forward not £6,300?** Responding, the Bursar advised that during the year requirements changed. The school were initially going to purchase furniture for the staff room using the DFCG but needed to update IT. Furniture could also not be included in capital spend. The IT updates required were more expensive than first thought.

**There was a plan to carry forward £6,300 to financial year 25/26. Is this now needed?** Responding, the Bursar advised this was the figure left over in the DFCG. Some years the school don't spend very much capital and 24/25 is one of the few years where it has all been used. The school

do not have to spend it all in the year it is received and can carry it forward.

**PTA donations are a 300% increase.** Responding, the Bursar advised that the PTA do an excellent job with fundraising and the school have a School Fund account with money they have raised that can be used if it is needed to support the budget.

**Does the grant the school have received for increased employers' national insurance contributions cover the actual cost?** Responding, the Bursar advised that it doesn't.

**In terms of salary increases does the budget assume teacher pay awards?** Responding, the Bursar advised it does. 3% has been included for teaching staff and support staff.

The Headteacher advised that the final pay award percentage is usually communicated by unions in the summer break.

**Do the school get guidance from BC when drafting the budget?** Responding, the Bursar advised that online training is provided, and BC provide schools with a spreadsheet to draft the budget.

**The development and training budget is low in future years.** Responding, the Bursar advised that some training has to be renewed in cycles and therefore this budget can change depending on the needs of the school. A lot of staff training takes place internally at low or no cost.

**In terms of income from facilities and services has inflation been included?** Responding, the Bursar advised that some of this income is from lettings. A price increase was discussed in depth and agreed last financial year. If energy costs increase this will need to be considered.

- In terms of purchasing decisions the contracts and leases report has been circulated which has been reviewed with the Chair.

Governors discussed that Governor training packages would be reviewed at the next meeting.

**Could the school use Chat GPT or other AI resources instead of Twinkle?** Responding, the Headteacher advised she is trialling a Chat GPT platform for teachers. It may be possible for teachers to use it for planning in the future.

Circulated prior to the meeting Governors noted the 3-year budget plan.

Governors agreed and approved the 2025-26 budget and 3-year financial plan.

Thanks were passed to the Bursar for her work in preparing the budget.

## **5.2 CONTRACTS AND LEASES TERMLY REVIEW**

This item had been discussed earlier in the meeting.

## **5.3 SCHOOL FUND UPDATE**

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

The Bursar advised that the FGB Chair has reviewed the 2023/24 audit which has now been reported to the charities commission.

## **6 PREMISES UPDATE TO INCLUDE;**

### **6.1 PREMISES ACTIVITY/ISSUES**

Circulated prior to the meeting, Governors noted the Premises Managers report.

### **6.2 LETTINGS UPDATE**

Circulated prior to the meeting, Governors noted the letting update and had no further questions.

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

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

Circulated prior to the meeting, Governors noted the termly Accident Report. The Headteacher advised;

- The school is using Medical Tracker to record accidents and incidents and going forward parents will receive an email from

the school for minor first aid incidents and a phone call for major accidents.

- The number of accidents/incidents reported in the Autumn and Spring term are higher than previous years but not indicative of something concerning and staff continue to be vigilant.
- The introduction of OPAL had reduced accidents when it was introduced last academic year. There were, however, more accidents in Reception in Spring 2, attributed to a period of wet, boggy weather where the field was closed and therefore more children were on the playground.
- The school has talked to children about how they use different parts of the playground and OPAL assemblies take place which have a strong focus on health and safety and how to use new equipment.
- The most common type of injury is still largely bumps and bruises.

Is there a reason lunchtime accidents have doubled in Spring 2 when compared to the previous year? Responding, the Headteacher advised that when analysing the data there was a higher number of children coming in for mark/no redness and redness/no mark. Sometimes Year 2 helpers are enthusiastic and could be taking children in for first aid that is not needed. The school also had some new staff who may have been taking children in when they didn't need to. Reception children have also become more adventurous in their risky play. Sometimes if the weather is cold or wet children want to go inside for a bit. The analysis that medical tracker will give may help to understand this better.

## 7.2 HEALTH AND SAFETY WALK REPORT

Governors noted that this had been discussed at the last meeting.

## 8 OTHER ITEMS;

### 8.1 STAFFING UPDATE

The Headteacher provided the following staffing update;

- The school has a vacancy for a cleaner. This has been advertised internally and in the school newsletter. If there is no interest, the vacancy will be advertised with BC.
- The school also has a vacancy for a Midday Supervisor which is being funded by The Virtual School. The school has 5 LAC, and

this is to support them at lunchtime and will be funded on a termly basis.

**Is there an update on the School Crossing Patroller?** Responding, the Headteacher advised it is a challenging role to appoint to, and they are recruited by BC not the school.

## 9 POLICIES

Circulated prior to the meeting, Governors reviewed and agreed the following policies;

### Pay Policy

The Headteacher advised that the school adopt Pay Policy from BC. The 2024 Pay Policy was delayed and was released just before the Easter break. There has been a change to appraisals for teachers. Until this year appraisal for teachers was always based on performance. In the Autumn Term, Pay Review Committee takes place and if individual teachers have completed their targets they are recommend for pay progression and increment up the pay scale. This requirement has been removed from the policy and Governors need to decide whether pay is linked to performance.

The Appraisal Policy has been circulated. The school have always taken a pragmatic view of performance related pay and the only time a pay increment has not been awarded is if a teacher is on a Capability Support Plan. This would be taken very seriously, and the school would only do this after all avenues of informal support have been exhausted.

In terms of teacher appraisal, the school propose to continue with incremental pay for successful performance management but the only time a teacher will not increment is if they have been or are on a support plan.

**How do the school measure performance?** Responding, the Headteacher advised it is based on teacher standards. Teachers also have targets, one that is for whole school performance linked to the SDP, another linked to teacher standards and a personal target. This is discussed by Pay Review Committee. For those staff applying to Upper Pay Scale performance management and application to this will continue.

	<b>ACTION</b>
<p><b>In terms of capability how long would this go on for?</b> Responding, the Headteacher advised that the Performance and Capability Policy is a BC policy as is Health and Attendance. If a member of staff had to go on a support plan this would be done with HR advice to be transparent and follow policy. The policy has very strict guidelines and timescales, conversations are minuted and there is a clear paper trail.</p>	
<p><b>It would be good to reference these other policies in the Appraisal Policy?</b> Responding, the Headteacher advised she would action this.</p> <p>Governors agreed the policies and the school's recommendation.</p> <p>It was agreed that the Complaint Policy would be discussed at the next meeting.</p>	<b>Headteacher</b>
<p><b>10 DATES AND TIMES OF FUTURE MEETINGS</b></p> <p>Tues 3rd Jun 25 – FGB C</p> <p>Mon 7<sup>th</sup> Jul 25 – FGB</p>	
<p><b>11 ANY OTHER BUSINESS</b></p> <p><b><u>Governor Biographies</u></b></p> <p>Governors were reminded to provide the FGB Chair with a biography for the school website.</p> <p><b><u>New Governor</u></b></p> <p>The FGB Chair had circulated a biography of a potential Governor to join the board. Governors agreed that the FGB Chair should invite them to the next meeting.</p>	<b>All Gov.</b>
<p><b>12 IMPACT OF MEETING</b></p> <p>Governors discussed the following impact of the meeting;</p> <ul style="list-style-type: none"> <li>• 2025/26 Budget agreed</li> <li>• Pay Policy and Appraisal Policy approved</li> <li>• Contracts and leases approved</li> </ul>	<b>FGB Chair</b>
<p><b>13 CONDUCT OF MEETING</b></p> <p>Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and</p>	

**ACTION**

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 18.16pm.

Signed ..... Date .....

CHAIR